



Public – To be published on the Trust external website

Title: Non-Medical Prescriber (NMPs) Procedure to access training

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Status: Approved

Document type: Procedure

Overarching policy: Medicines Overarching Framework

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1 Introduction

This procedure is needed within the organisation to provide a framework for those staff wishing to undertake their Non-Medical Prescribing (NMP). This document has been produced on collaboration with our partner Learning Institutes and it provides individuals with all relevant information on pre requirements and process to enable a smooth application process.

The development of NMPs within the organisation will give increased access and choice to our patients as well as a more highly trained workforce across our Trust.

This procedure supports Our Journey to Change as set out in the Trust's Medicines Overarching Framework.

2 Purpose

Following this procedure will help the Trust to:-

- Assist in the identification of appropriate candidates to train as an NMP
- Ensure inappropriate access to training does not take place

3 Who this procedure applies to

Permission to become supplementary prescribers was introduced in the UK in 2003 for nurses and pharmacists, and was extended in England in 2005 to chiropodists/podiatrists, physiotherapists, therapeutic radiographers, dieticians and optometrists and in 2018 paramedics. This is an on-going development with regular changes as to who is authorised to train as a prescriber (either supplementary or independently) – to access who may currently prescribe please go to:


<https://bnf.nice.org.uk/guidance/non-medical-prescribing.html>

Nurses, pharmacists, physiotherapists, paramedics, therapeutic radiographers, and podiatrists are permitted to become independent prescribers this enables them to prescribe any licensed medicine within their identified competency and scope to practice.

The selection of appropriate healthcare professionals to train will be based upon local service and patient needs. All individuals selected for prescribing training must have the opportunity to prescribe in the post they will occupy on completion of their training.

4 Selection Process

The selection of appropriate healthcare professionals to train will be based upon local service, patient needs and the Trust business/service development plans. All individuals selected for prescribing training must have the opportunity to prescribe in the post they will occupy on completion of their training.

 All applicants must:

- AFC band 6 or above
- Are in a role where prescribing has been identified as a service need- and that they will have it in their role/job description or terms of contract.
- Have a current and valid (DBS) (i.e., one within the last year)
- Be up to date with their Medicine Management mandatory training; and
- Must have successfully completed the Trust drug calculations module.
- University maths entry assessment (dependent on University requirements)

To gain authorisation for training the individual should:

RNs must have a minimum of one year post registration experience as per NMC guidance.

Pharmacists within TEVV must also have a minimum of 1 year's post registration experience.

The individual must have been working in the field which they intend to prescribe for a minimum of a year. HCPC registrants are required to have a minimum of 3 years relevant clinical experience in the field of intended practice.

Be either a 1st level Registered Nurse whose name is held on the Nursing and Midwifery Council (NMC) professional register, a practicing pharmacist whose name is held on the membership register of the General Pharmaceutical Council (GPhC) or an appropriate Allied Health Professional whose name is held on the membership register of the Health Professions Council (HPC) and in a profession where prescribing is permitted.

Be competent to take a history, undertake a clinical assessment and diagnose in their area of practice.


Be capable of studying at level 6/7 – degree / master's level.

Able to evidence an advanced level of clinical competence in the intended areas of prescribing practice.

Be able to evidence ongoing professional development from registration.

Be motivated to complete the training programme and be willing to undertake an extended scope of practice.

Who	When	What
Applicant	Before applying to access NMP training	Seek support from their line manager, Designated Prescribing Practitioner (DPP), Practice Supervisor
Applicant	On agreement from line manager, Designated Prescribing Practitioner (DPP), and practice supervisor	Complete an application form (appendix 1) and forward to the NMP Lead. You must contact the training and education manager as part of this process to secure funding for your place before applying to your preferred university.
Applicant	Before applying to any university	Ensure approval from NMP lead
Applicant	On receipt of authorised application	Access the course

 The individual must inform the Trust NMP Lead as soon as they have completed the course, if they terminate the course or if they have been unsuccessful in any aspect of the course.

University Pre requirements	Northumbria	Sunderland	Teesside	York*
Math entry exam	No	Yes	Yes	No
Evidence of academic study	Discussion with university no specific time frame.	Usually within 3 years	Within 5 years	Within 10 years Can complete a 500-word essay if out with this.
Completion of Clinical Skills module prior to applying	No But you must be able to evidence clinical skills appropriate to intended prescribing practice i.e., mental state exam	No But you must be able to evidence clinical skills i.e., mental state exam	No But you must be able to evidence clinical skills i.e., mental state exam	No But you must be able to evidence clinical skills i.e., mental state exam

* N.B: York University Will only accept applications from students whose work base is in the area

5 Designated Prescribing Practitioner (DPP) and Practice Supervisor Roles

All applicants should ensure they have access to a Designated Prescribing Practitioner (DPP)/Practice Assessor, to ensure continual clinical support and supervision is available during their training. Details of supervision requirements following successful completion of the course are within the [policy](#)

The DPP must be a registered medical practitioner or Trust level 3 NMP who:

- Is a Consultant, Associate Specialist, Specialty Doctor, GP, or level 3 NMP with a Specialist Interest working in a non-rotating role
- Has normally had at least three years medical treatment and/or prescribing responsibility for a group of patients in the relevant field of practice.
- Has the support of the Trust to act as the DPP who will provide support and opportunities to develop competence in prescribing practice.
- Has some experience or training in teaching and/or supervising in practice
- The DPP must be working in the same field of practice as the student and have no restrictions to their practice or be under investigation.

It may not always be the same DPP who is involved pre and post registration.

The role of the practice supervisor is to provide additional support and supervision to the student NMP. This role is intended to compliment the role of the DPP. Practice supervisors must be registered with a professional regulator like the NMC, GMC or HCPC. Health and social care professionals who are not registered with a professional regulator cannot be practice supervisors. The practice supervisor must be in a prescribing role.

All students applying for the NMP programme MUST have both a DPP and practice supervisor identified - in exceptional circumstances applications can be made with no practice supervisor though these will be reviewed on an individual basis by each Learning institute.- **This excludes HCPC registrants who formally only need a DPP who takes on both roles.**



All students must secure funding from the training and education department manager before progressing to the lead NMP. As part of this process, you must forward your completed appendix 1 with all relevant signatures to the training and education manager as evidence, which they will return to you to confirm if funding has been allocated. This completed paperwork should then be forwarded to the NMP lead for final approval before applying to your chosen university.

6 Definitions and abbreviations

Term	Definition
DBS	Disclosure and Barring Service
Independent Prescribing	Prescribing by a practitioner responsible and accountable for the assessment of patients with undiagnosed and diagnosed conditions, and for decisions about the clinical management required, including prescribing. The limit for any prescribing is the scope of the prescriber's professional practice as defined by their professional registering body; the registered prescriber may only prescribe within their own level of experience, knowledge, and competence; within the scope of their professional role.
NMP	Non-medical prescribing
NMP Register	A register will be held and managed by the NMP lead of all non-medical professionals who are involved in prescribing practice, including independent and supplementary prescribers, as part of the governance framework.
Patient Specific Directions	A written instruction for medicines to be supplied or administered to a named patient.
Designated Prescribing Practitioner (DPP)/ Practice Assessor	Refers to both the designated prescribing practitioner required throughout the NMP's training and the supervisor required following the NMP's registration with both the professional body and the trust. These roles can, but do not have to be, fulfilled by the same person. The DPP must work in the same field of practice as the Student. DPP's should complete the Assessors workshop prior to commencing the role.
Practice Supervisor	For the purpose of the NMP programme the Practice supervisor must be working in a prescribing role and should support and supervise in the practice learning environment and provide feedback to the DPP.
Supplementary Prescribing	A voluntary partnership between an independent prescriber (who must be a doctor or a dentist) and a supplementary prescriber, who has completed the necessary training, to implement an agreed patient specific clinical management plan (CMP), with the patient's agreement. It is a legal requirement for a CMP to be in place before supplementary prescribing can begin.



It is the responsibility of the individual student to inform the Trust NMP Lead of any changes in circumstances that may be impacting on their ability to attend or complete the programme to enable us to look at extra support as soon as possible.

7 Related documents

This procedure describes what you need to do to implement the NMP Framework section of the [Non-Medical Prescribing Policy](#)



The [Non-Medical Prescribing Policy](#) defines the Trust approach to informing health care professionals and patients of the process of non-medical prescribing. You must read and understand this policy before carrying out the procedures described in this document.

This procedure also refers to: -

- ✓ [NMPs: Policy & Procedure to practice](#)
- ✓ [Medicines Overarching Framework](#)
- ✓ [interactive guide to access all medicines optimisation documents](#)

8 How this procedure will be implemented

- This procedure will be published on the Trust's intranet and external website.
- NMP lead nurse will disseminate via all existing NMPs and via Head of Nursing
- Line managers will disseminate this procedure to all Trust employees through a line management briefing.

8.1 Training needs analysis

Staff/Professional Group	Type of Training	Duration	Frequency of Training
Modern Matrons/Team managers	Teams/telephone call Procedure awareness	10 mins	As and When required
Prospective NMPs	Team/telephone call Procedure awareness	15 mins	As and when required

9 How the implementation of this procedure will be monitored

Number	Auditable Standard/Key Performance Indicators	Frequency/Method/Person Responsible	Where results and any Associate Action Plan will be reported to, implemented and monitored; (this will usually be via the relevant Governance Group).
1	Completion of the Procedure to access training documentation	As and when required Review of paperwork Applicant and Lead Nurse	Any action will be reported to line managers and the line manager and any changes to procedure will go through Drugs and therapeutics committee.

10 References

<https://www.rpharms.com/resources/frameworks/prescribing-competency-framework/competency-framework>

<https://www.nmc.org.uk/standards-for-education-and-training/standards-framework-for-nursing-and-midwifery-education/>

<https://www.nmc.org.uk/education/becoming-a-nurse-midwife-nursing-associate/becoming-a-prescriber/>

<https://www.hcpc-uk.org/globalassets/about-us/what-we-do/medicines-entitlements-of-our-registered-professions.pdf>

11 Document control (external)

To be recorded on the policy register by Policy Coordinator

Required information type	Information
Date of approval	28 September 2023
Next review date	28 September 2026
This document replaces	PHARM-0001-001-v4 NMPs procedure to access training
This document was approved by	Drug & Therapeutics Committee
This document was approved	28 September 2023
This document was ratified by	n/a
This document was ratified	n/a
An equality analysis was completed on this policy on	05 September 2023
Document type	Public
FOI Clause (Private documents only)	n/a

Change record

Version	Date	Amendment details	Status
3.0	18 July, 2019	Full review to incorporate changes to NMP programmes, pre-requisites and change of role of the DMP to DPP and practice assessor	Withdrawn
3.1	18 December, 2019	Minor amendments to role of the DPP / Practice assessor and practice supervisor roles	Withdrawn
4	28 May, 2020	Amendment to band of practitioner applying and restrictions for applying to York University	Withdrawn
4	May 2023	Review date extended to 01 Oct 2023	Withdrawn
4	July 2023	Review date extended to 31 Dec 2023	Withdrawn
5	23 Aug 2023	Full review with minor amendments to funding streams, process of applications, and current template.	Approved

Appendix 1: Individual Practitioner's application to undertake training in Non-Medical Prescribing

Full Name:	Job Title:
Professional Registration No:	Locality / Directorate:

Address:

Work telephone number	Mobile number:
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Email address:

Please tick to evidence that you are a: -

- First level registered nurse / Registered Pharmacist or registered Allied Health Practitioner with: -

The capability to study at level 6 / 7 - Degree level	<input type="checkbox"/>
An advanced level of clinical competence in your own area of specialty practice	<input type="checkbox"/>
Evidence of on-going professional development	<input type="checkbox"/>
An agreed personal development plan that covers Non-medical prescribing	<input type="checkbox"/>
The motivation to complete the training programme and willingness to undertake extend scope of practice	<input type="checkbox"/>

Details of preferred university

Teesside <input type="checkbox"/>	York <input type="checkbox"/>	Sunderland (Pharmacists) <input type="checkbox"/>
Northumbria <input type="checkbox"/>	Other <input type="checkbox"/>	(please specify)

Who is your Designated Practitioner (DPP)?

Name: <i>(Please print)</i>	
Signature of applicant:	Date:

For completion by the line / service Manager

Full name:	Job Title:
Address:	
Work telephone no:	Email address:

Please tick to evidence that:

The applicant meets the entry requirements outlined in the procedure	<input type="checkbox"/>
The applicant has the necessary professional registration	<input type="checkbox"/>
The individual has the capability to study at Level 6/7 – Degree Level	<input type="checkbox"/>
The individual has the advance level of clinical competence in their own area of specialty practice	<input type="checkbox"/>
The individual has on-going evidence of professional development	<input type="checkbox"/>
The individual has one year’s post registration experience	<input type="checkbox"/>
The individual has an agreed personal development plan that covers non-medical prescribing which can be audited via the appraisal system	<input type="checkbox"/>
There is an identified and appropriate Designated Prescribing Practitioner (DPP) in place	<input type="checkbox"/>
The individual will be given the required amount of study time out with university days (up to 90 additional hours) to complete their practice learning with both their practice assessor and supervisor. Please consider the potential impact that this may have on your service.	<input type="checkbox"/>
The applicant is clear that they will be expected to partake in audit and information sharing in relation to their prescribing practice	<input type="checkbox"/>
The service will allow the individual to participate in ongoing professional development in their of non-medical prescribing	<input type="checkbox"/>
On completion of the course the individual will have a job plan to support the use of prescribing	<input type="checkbox"/>

<p>Identify the service benefits and the reason(s) this application is being supported: (How will this training enhance clinical practice, improve quality, impact on cost efficiencies?)</p> <p>If the line manager does not have a clinical background then an appropriate senior clinician MUST confirm that the applicant has been assessed in practice and has clinical competence to undertake the prescribing role</p>
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Signature of Line Manager	Date:
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For completion by the Designated Prescribing Practitioner (DPP) / Practice Assessor:

Full Name:	Job Title:
Address:	
Work Telephone number:	Email address:

Please tick to evidence that you are a registered medical practitioner / Level 3 NMP and :-

You have experience or training in teaching, assessing and supervising in practice	
You have prescribing experience and responsibility for a group of patients in the same field of practice and directorate as the NMP trainee	
You will provide support and opportunities to develop competence in prescribing practice to the NMP trainee	
Your will be responsible for assessing whether learning outcomes have been met and competencies acquired by the NMP trainee	
Your will be directed and guided by the advice offered within the National Prescribing Centre's document. Training non-medical prescribers in practice:- <i>A guide to help doctors prepare for and carry out the role of designated prescriber practitioner.</i> (www.rpharms.com/recognition/all-our-campaigns/competency-framework-for-designated-prscribing-practitioners).	
The applicant is competent to take a history, undertake a clinical assessment and diagnose in their area practice	

Only non-rotational staff at Consultant Associate Specialist, Specialty Doctor or GP with specialist interest and Trust Level 3 NMP's be the Practice Assessor. Specialist Registrars may support supervision of non-medical prescribers under Consultant direction

Signature of Designated Prescribing Practitioner (DPP):	Date:
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For completion by the Practice Supervisor:

Full Name:	Job Title:
Address:	
Work telephone number:	Email address:
You have experience or training in teaching, assessing and supervising in practice	
You are currently in a prescribing role	
You will provide support and opportunities to develop competence in prescribing practice to the NMP trainee	

You will be responsible in conjunction with the DPP for assessing whether learning outcomes have been met and competencies acquired by the NMP trainee

Signature of Practice Supervisor:	Date:
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For completion by the Head of Service of Clinical Director

Full name:	Job Title:
Address:	
Work telephone number:	Email address:

<p>Please sign to ensure that:</p> <ul style="list-style-type: none"> • The non-medical prescriber post is aligned to the business plans for the service deliver • The role and function of the non-medical prescriber fits with care pathway delivery • There is sufficient capacity to sustain supervision requirements • The added value form undertaking the non-medical prescribing qualification (enhancing clinical practice, improving quality, financial benefits) is clearly provided by the line / service manager
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Signature of Head of Service / Clinical Director	Date:
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**For completion by Manager of Education and Training
(Contact Linda Setterfield or Susan Coulson - Education and Training department)**

The below to be completed following consideration to the application

The applicant is up to date with all medicine's management training	Y / N
Has the applicant has competed the drug calculations module on ESR	Y / N
The HE CPD / CWD spreadsheet has been checked for confirmation course delivery has been agreed	Y / N
Confirm the applicant's manger has been contacted is funding secured	Y / N

Confirm how this will be funded	
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If funding has not been agreed provide reason:-	

Print Full Name:	Job Title
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Signature:

Date:	Email address:
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Appendix 2: Student Declaration

Continuing Workforce Development (CWD) in non-medical education Study Bond for TEWV Students

Investment in Education

Continuing Workforce Development funding is made available to NHS staff via employer workforce intelligence and is used to commission service led provision. All NHS staff can apply for funding via their Training/Education department once they have successfully completed their probationary period.

Employees can apply for funding to support workforce development following a successful appraisal or PDP meeting regarding service or role development that they are required to complete. The requirement for CWD is driven by role development, service changes or responding to skills shortages.

Health Education England funds the CWD provision, which is not free at the point of application or study. Please complete this form with your Trust Study Leave application.

Candidate and Line Manager Commitment

Line Manager

I agree that I have discussed the module of study with the applicant and we both understand the course objectives and benefits to the department and delivery of patient care

I have updated operational plans/rotas and I can release the applicant as agreed without any foreseeable impact on service delivery or patient care.

I agree to release the applicant to attend the agreed module of study. I agree that they are available to attend the dates listed and I fully support this. I understand that if I do not support this release at a later date, it will impact on their course of study, future workforce ability to meet service need and may impact on future funding allocation from HEE and my budget may be charged.

I have discussed *non-attendance with the applicant and highlighted the bonding clause within the study leave policy.

*non attendance = DNA, short-term cancellation within 6 weeks, discontinuation

Learner

Prior to applying for a module, I will ensure that I am available to attend and my line manager can release me on the agreed dates. If, I cannot attend on the dates provided, I will seek re-approval for an alternative module and I understand that I will have to regain line manager approval before applying to the HEI.

I will confirm/decline any offered place within 3 weeks of receiving a letter, I understand that if I do not do this, the place will be withdrawn by the HEI and offered to another student. I understand that I will have to re-apply gaining re-approval from my line-manager.

I understand that my employer is investing in my role development to support service delivery and that I must discuss with my line manager any concerns I have regarding the module and only withdraw once I have spoken to my line manager. If I do decide to withdraw, I must inform the HEI immediately outlining the reason for the decision. I understand that I may be liable for any costs incurred and that future funding applications may be refused.

Line Manager Signature:	
Name:	
Department / Directorate	
Date	
Learner Signature	
Name	:
Department / Directorate	
Date:	

Place on personal file (For auditing)

I confirm that in applying for a module or masterclass funded by Health Education England (HEE) I understand and accept:

- This course is not free and has been paid for by HEE.
- I have shared with my line manager all required course dates and have their approval to attend.
- I have duly completed all my organisation's study leave processes, if not I may be liable for the cost of the course.
- If I do not respond to an offer of a place on my chosen course/module within three week the offer will be retracted, I will lose the place and I will have to restart the process of applying for study leave.

- I may be liable for the cost of the course (£350 per 10 credits or £100 per day's masterclass) if I:
 - cancel my place within six weeks of the course start date;
 - fail to attend;
 - fail to complete;
 - fail to submit any required assignment within the agreed timescales.
- If I fail the course more than once I will not be eligible to retake the course via HEE's contract and will have to seek alternative funding.
- Personal data that I provide to the university and information around my academic achievements will be disclosed to HEE as education commissioner and my employer. This will be used to monitor course completions, success and withdrawal rates and to inform how courses are commissioned in the future. All data is treated as confidential and is held and transferred securely.

Appendix 3 - Equality Impact Assessment Screening Form

Please note: The [Equality Impact Assessment Policy](#) and [Equality Impact Assessment Guidance](#) can be found on the policy pages of the intranet

Section 1	Scope
Name of service area/directorate/department	Pharmacy
Title	Non-Medical Prescribers (NMPs): Procedure to access training
Type	Procedure
Geographical area covered	Trustwide
Aims and objectives	<ul style="list-style-type: none"> • Assist in the identification of appropriate candidates to train as an NMP • Ensure inappropriate access to training does not take place
Start date of Equality Analysis Screening	July 2023
End date of Equality Analysis Screening	05 September 2023

Section 2	Impacts
Who does the Policy, Procedure, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan benefit?	Patients, Families, Carers, and Staff
Will the Policy, Procedure, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan impact negatively on any of the protected characteristic groups? Are there any Human Rights implications?	<ul style="list-style-type: none"> • Race (including Gypsy and Traveller) NO • Disability (includes physical, learning, mental health, sensory and medical disabilities) NO • Sex (Men and women) NO • Gender reassignment (Transgender and gender identity) NO • Sexual Orientation (Lesbian, Gay, Bisexual, Heterosexual, Pansexual and Asexual etc.) NO • Age (includes, young people, older people – people of all ages) NO • Religion or Belief (includes faith groups, atheism and philosophical beliefs) NO • Pregnancy and Maternity (includes pregnancy, women / people who are breastfeeding, women / people accessing perinatal services, women / people on maternity leave) NO • Marriage and Civil Partnership (includes opposite and same sex couples who are married or civil partners) NO • Armed Forces (includes serving armed forces personnel, reservists, veterans and their families) NO • Human Rights Implications NO (Human Rights - easy read)
Describe any negative impacts / Human Rights Implications	It is to be noted that the NMP course has a maths test entry requirement. The Trust supports our staff with development and appraisal to address any staff requirements including numeracy skills. We will support staff with dyscalculia or who have problems with mathematics to improve mathematics skills to be able to meet the entry requirements where possible.
Describe any positive impacts / Human Rights Implications	This procedure improves access to medication for patients regardless of protected characteristics by provision of NMPs.

Section 3	Research and involvement
What sources of information have you considered? (e.g. legislation, codes of practice, best practice, nice guidelines, CQC reports or feedback etc.)	See References section
Have you engaged or consulted with service users, carers, staff and other stakeholders including people from the protected groups?	Yes
If you answered Yes above, describe the engagement and involvement that has taken place	Lead Nurse Medicines Management supports staff to become NMPs and has reviewed feed back from staff and also works collaboratively with lead tutors of the Universities that provide the NMP training. This procedure is informed by the Royal Pharmaceutical Society's competency framework which was developed with the relevant stakeholder professional bodies.
If you answered No above, describe future plans that you may have to engage and involve people from different groups	n/a

Section 4	Training needs
As part of this equality impact assessment have any training needs/service needs been identified?	No
Describe any training needs for Trust staff	n/a
Describe any training needs for patients	n/a
Describe any training needs for contractors or other outside agencies	n/a

Check the information you have provided and ensure additional evidence can be provided if asked.

Appendix 4 – Approval checklist

To be completed by lead and attached to any document which guides practice when submitted to the appropriate committee/group for consideration and approval.

	Title of document being reviewed:	Yes/No/ Not applicable	Comments
1.	Title		
	Is the title clear and unambiguous?	Yes	
	Is it clear whether the document is a guideline, policy, protocol or standard?	Yes	
2.	Rationale		
	Are reasons for development of the document stated?	Yes	
3.	Development Process		
	Are people involved in the development identified?	Yes	
	Has relevant expertise has been sought/used?	Yes	
	Is there evidence of consultation with stakeholders and users?	Yes	
	Have any related documents or documents that are impacted by this change been identified and updated?	Yes	
4.	Content		
	Is the objective of the document clear?	Yes	
	Is the target population clear and unambiguous?	Yes	
	Are the intended outcomes described?	Yes	
	Are the statements clear and unambiguous?	Yes	
5.	Evidence Base		
	Is the type of evidence to support the document identified explicitly?	Yes	
	Are key references cited?	Yes	
	Are supporting documents referenced?	Yes	
6.	Training		
	Have training needs been considered?	Yes	
	Are training needs included in the document?	Yes	

	Title of document being reviewed:	Yes/No/ Not applicable	Comments
7.	Implementation and monitoring		
	Does the document identify how it will be implemented and monitored?	Yes	
8.	Equality analysis		
	Has an equality analysis been completed for the document?	Yes	
	Have Equality and Diversity reviewed and approved the equality analysis?	Yes	
9.	Approval		
	Does the document identify which committee/group will approve it?	Yes	
10.	Publication		
	Has the document been reviewed for harm?	Yes	
	Does the document identify whether it is private or public?	Yes	
	If private, does the document identify which clause of the Freedom of Information Act 2000 applies?	No	Not applicable