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About this guide
This Course Guide has been designed to help you plan your course. You are encouraged to read this Guide through now. It will be a considerable advantage to you to be familiar from the outset with the various aspects of your studies that are described. It may be that the relevance of some of the sections will not be immediately obvious. Keep it somewhere accessible, so that you can refer to it as needed.

Obviously even in a document like this we have not covered every query and problem that you might have about the course. The Course Guide should be read in conjunction with the Undergraduate Student Guide / Postgraduate Student Guide; the Student Charter; the University’s Policies and Regulations and the University Assessment Handbook documents should provide you with all the basic information that we think you will need for your period of study here.

If you find that there is something you need to know, please contact your Academic Faculty Office or local Student Centre on the details included below.

<table>
<thead>
<tr>
<th>Please enter the contact details for your Personal Tutor for your future reference:</th>
<th>The name of your Personal Tutor will be given to you at the beginning of your course and can be checked via e:Vision</th>
</tr>
</thead>
</table>
| Your local Academic Faculty Office is:        | Faculty of Education, Health and Wellbeing  
MC125  
MC Building  
Wulfruna Street  
City Campus  
Wolverhampton  
WV1 1SB  
Academic Support - (01902) 518600 |
| Your Student Centre is:                       | Student Centre Wulfruna  
MI Building  
City Campus  
01902 321062 |

Please note that in order to develop and improve the Course, it may be necessary on occasions to amend or revise the details given in this Course Guide. We are pleased to hear your views and welcome suggestions for ways of improving the operation of the Course.
Welcome
On behalf of the Course Management Team I should like to extend to you a very warm welcome and wish you every success in your studies at the University of Wolverhampton.

The University experience and academic success is all about the effort you put into learning and making the most of the wide range of opportunities available to you. We welcome students who are eager to think for themselves, to take control of their own learning and who are ready to get involved in developing the skills required in a highly competitive job market.

You will need to demonstrate good time management skills, independent learning, flexibility and discipline in order to achieve a study-work-life balance. We believe it is important that you are encouraged to make your own contribution to the effective operation and development of your chosen course. We are, therefore, keen to hear your views and would welcome any suggestions that you may have about ways of improving any aspect of your course and/or the student experience here at the University.

Dr Sarah Sherwin – S.Sherwin@wlv.ac.uk

Course Management and Staff Involved with the Course

<table>
<thead>
<tr>
<th>Name</th>
<th>Specialist Area of Teaching</th>
<th>Room</th>
<th>Email Address &amp; Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah Sherwin</td>
<td>Acting Head of Department</td>
<td>MC231</td>
<td><a href="mailto:S.Sherwin@wlv.ac.uk">S.Sherwin@wlv.ac.uk</a> (01902) 518634</td>
</tr>
<tr>
<td>Steve Anderson</td>
<td>Senior Lecturer: Pharmacology</td>
<td>MA122a</td>
<td><a href="mailto:Steve.Anderson@wlv.ac.uk">Steve.Anderson@wlv.ac.uk</a> (01902)321127</td>
</tr>
<tr>
<td>Jayne Murphy</td>
<td>Senior Lecturer: District Nursing</td>
<td>MC231</td>
<td><a href="mailto:J.S.Murphy@wlv.ac.uk">J.S.Murphy@wlv.ac.uk</a> (01902) 518632</td>
</tr>
<tr>
<td>Hilary Paniagua</td>
<td>Specialist Community Nursing Course Leader: Practice Nursing</td>
<td>MC231</td>
<td><a href="mailto:H.Paniagua@wlv.ac.uk">H.Paniagua@wlv.ac.uk</a> (01902) 518639</td>
</tr>
<tr>
<td>Debra Smith</td>
<td>Specialist Community Public Health Nursing Course Leader: District Nursing</td>
<td>MC231</td>
<td><a href="mailto:D.M.Smith@wlv.ac.uk">D.M.Smith@wlv.ac.uk</a> (01902) 518697</td>
</tr>
<tr>
<td>Pauline Lim</td>
<td>Faculty Enabling Tutor</td>
<td>WP109</td>
<td><a href="mailto:P.Lim@wlv.ac.uk">P.Lim@wlv.ac.uk</a> (01902) 518668</td>
</tr>
</tbody>
</table>
# Student Support in FEHW

**Student Advisors**

Dedicated staff employed within the Faculty to support your University experience.

Links to our Graduate Interns.

**Here2Help Student Centre**

Each campus has a Student Centre, commonly known as ‘Here2Help’.

**Personal Tutor**

An academic member of staff will act as your personal tutor for the duration of your Degree.

**Skills for Learning**

Trained and professional staff supporting your academic work.

Based in our Learning Centres.

Online and in person support and guidance.

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**Pre-entry support**

General support about study and student life.

Guidance – referral to University services.

Knowledge of the Faculty and its Courses.

**Enrolment & module registration**

Submitting work & examinations.

Academic regulations – one week extensions & extenuating circumstances.

Leave of absence.

Student finance issues.

Student enabling centre.

Careers & counselling appointments.

**Support for your academic development and progression**

Support for your academic development and progression.

Personal (pastoral) guidance.

A consistent point of contact throughout your studies. Three meetings per year.

**Transferable support on your academic study skills:**

General skills guidance.

Academic writing support.

Referencing.

Searching for literature.

---

**Contact:**

FEHWSupport@wlv.ac.uk

Regular drop in sessions & appointments.

City – MC building.

Walsall – WN & WP building.

Burton Campus.

City - MX building.

01902 321150.

Walsall - WA building.

01902 323135.

Log a call – e:vision helpdesk (Help>contacts).

Check who your tutor is on e:vision.

Meet with your personal tutor at regular intervals.

Visit SAMS to book an appointment: http://FEHWSams.wlv.ac.uk/.

**Skills for Learning website**

Workshops.

Drop-in sessions.

Appointments.

Study guides.

Online resources Twitter, Facebook, Skype (wlv_skills) and YouTube.

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*** Visit the Student Support homepage for more information ***

*** Also visit the Students Union Advice and Support Centre for impartial guidance ***
Course Structure

Non-Medical Prescribing Course
This award comprises 40 credits in two 20 credit modules at academic level 6 which can also be used to contribute to a number of full undergraduate awards and top-up degrees.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>C 6NH033</td>
<td>C 6NH026</td>
</tr>
<tr>
<td>Clinical Pharmacology for Health Care Professionals</td>
<td>Non-Medical Prescribing Practice</td>
</tr>
<tr>
<td>20</td>
<td>20</td>
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</tbody>
</table>

Module Descriptions

Module: 6NH033  Clinical pharmacology for health care professionals

<table>
<thead>
<tr>
<th>Credit value</th>
<th>20 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-requisites</td>
<td>Ability to study at level 6</td>
</tr>
<tr>
<td>Co-requisites</td>
<td>None</td>
</tr>
<tr>
<td>Prohibited combinations</td>
<td>BM3018/ BM3012</td>
</tr>
<tr>
<td>Module Leader</td>
<td>Debra Smith</td>
</tr>
<tr>
<td>Telephone</td>
<td>01902 51 8697</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:D.M.Smith@wlv.ac.uk">D.M.Smith@wlv.ac.uk</a></td>
</tr>
<tr>
<td>Staff Room Number</td>
<td>MC231</td>
</tr>
</tbody>
</table>

Module description:
To develop and integrate underpinning theory and practice that prepares health professionals to prescribe both as Independent and Supplementary Prescribers by critically applying sources of information, advice, and decision support in prescribing and this is underpinned by mechanisms of drug action.

Assessment

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting or Pass/Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Numeracy Test</td>
<td>0% weighting 100% pass rate required.</td>
</tr>
<tr>
<td>2 Unseen written MCQ / short answer examination</td>
<td>100% weighting 80% pass rate required for part 1 of the examination.</td>
</tr>
</tbody>
</table>
Module: 6NH026  Non-Medical Prescribing Practice

Module description:
The module prepares health professionals to prescribe either independently from the British National formulary and/or as supplementary prescribers. The application of knowledge and skills required for prescribing are considered in the examination of this complex practice. This module is linked to the practice placement.

<table>
<thead>
<tr>
<th>Credit value</th>
<th>20 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-requisites</td>
<td>Ability to study at level 6 (NMC, 2006 and HCPC, 2013 standards apply)</td>
</tr>
<tr>
<td>Co-requisites</td>
<td>6NH026</td>
</tr>
<tr>
<td>Prohibited combinations</td>
<td></td>
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</tbody>
</table>

Module Leader: Debra Smith

Telephone: 01902 518697
Email: D.M.Smith@wlv.ac.uk
Staff Room Number: MC231

Assessment:

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting Pass/Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The following different assessments count as 100% together in a portfolio of evidence: Critical evaluation essay (3000 words in total).</td>
</tr>
<tr>
<td>2</td>
<td>Practice document/clinical outcomes. - Clinical Management Plans/written prescriptions, one of which must include a drug calculation. - Two Objective Structured Clinical Examinations (OSCE).</td>
</tr>
</tbody>
</table>

About the Course
This Guide outlines the modules which are available, teaching and learning activities and assessment tasks. If there is anything you need to discuss further, please contact Dr Sarah Sherwin – S.Sherwin@wlv.ac.uk

The educational aims of the course are:
- Prepare Nurses, Midwives, Chiropodists/Podiatrists, Physiotherapists and Radiographers to prescribe competently as Independent/ Supplementary prescribers and meet the standards set out by the Health and Care Professions Council (2013) and the Nursing and Midwifery Council (2006) in order to provide patients with quicker and more efficient access to medicines.
- Deal with complex issues an systematically reach sound judgements based on a critical understanding of theory and practice and have the ability to apply this to monitor and improve standards of health care through supervision and clinical audit.
• Develop practice through research, teaching and the support of professional colleagues, and the provision of skilled professional leadership.

The course learning outcomes are:

The Specific Professional Course Outcomes

1. Assess and consult with patient/clients, clients, parents and careers. (HCPC Standards 1.7, 2.2)
2. Undertake a thorough history, including medication history and current medication (including over-the-counter, alternative and complementary health therapies) to inform diagnosis/take an appropriate history, clinical assessment and make an appropriate diagnosis, having considered the legal, cognitive, emotional and physical differences between children and adults. (HCPC Standards 1.5, 1.6, 1.16, 1.17, 2.2, 2.3)
3. Understand and apply the relevant legislation to the practice of nurse/midwife prescribing. (HCPC Standards 1.13, 1.14, 1.15)
4. Critically appraise, use sources of information/advice and decision support systems in prescribing practice. (HCPC Standard 1.14)
5. Understand the influences that can affect prescribing practice, and demonstrate your understanding by managing your prescribing practice in an ethical way (HCPC Standards 1.4, 1.14, 2.1)
6. Understand and apply knowledge of drug actions in prescribing practice. (HCPC Standard 1.1, 1.3, 1.4, 1.12)
7. Demonstrate an understanding of the roles and relationships of others involved in prescribing, supplying and administering medicines. (HCPC Standards 1.13)
8. Prescribe safely, appropriately and cost effectively. (HCPC Standards 1.1, 1.2, 1.8, 1.9, 1.10, 1.11, 1.12, 1.16)
9. Practice within a framework of professional accountability and responsibility. (HCPC Standards 1.13, 1.14, 1.15, 2.3)

Module learning outcomes are linked to the statutory and regulatory body learning outcomes and National Prescribing Centre Competency Framework.

These will be achieved through the following learning activities:

There will be a variety of teaching delivery methods in both of the modules to be studied in order to fit with learning styles and availability of modules over three periods in the University calendar.

The course fully complies with professional regulations (NMC and HCPC) with respect to entry requirements, content and required time delivery, and assessment and award notifications.

In order to fulfil these professional requirements of the course, applicants will have fulfilled the entry requirements:-

• be registered with an appropriate professional regulatory body (DH, 2005);
• have appropriate experience in the area of practice in which they will be prescribing;
• be working in current practice;
• Nurses and Midwives must have a minimum of three years post-qualifying experience and will be required to be in full time practice. Part-time workers must have practiced for a sufficient period to be deemed competent by their employer in the clinical field, for which they intend to prescribe, in the year immediately preceding application to the programme;
• be deemed competent/in advanced practice and supported by the employer;
• a clinical need to prescribe is identified;
• have evidence to be able to study at academic level 6 (degree level);
• confirm current Disclosing and Barring (DSB) check
• Have arranged and agreed supervision with a designated medical practitioner (DMP) who meets the eligibility criteria, which includes a minimum of three years’ experience;
• Nurses and midwives will require to have either undertaken a ‘Health Assessment’ module, study for this module or provide employer evidence deeming them competent in diagnosis physical examination and health assessment.

The Practice Placement
Practice experience to the equivalent of 12 days will be required in addition to the theoretical aspect of the programme.
The Designated Medical Practitioner (DMP), who will be supporting your learning and assessing your competence in practice, will have been approved prior to commencing the programme.

If for any reason the agreed DMP is unable to complete the practice learning period you will need to propose a new DMP and have him/her approved by the Prescribing Lead in the same way as you did in your original application. Should you find yourself in this situation you must spend extra time with new DMP. This extra time will be negotiated with your prescribing lead and module leader.
Detailed information regarding the practice learning outcomes and the roles of the DMP, university staff and your own role is provided in the Practice Document.

Additional information specific to your course
You are entering a programme of study, which will qualify you to prescribe as a Non-Medical Prescriber. You are undertaking a professional qualification. On successful completion of the programme you will be able to enter your professional qualification as follows:-
• Nurses, midwives, chiropodists/podiatrists and physiotherapists as Independent/Supplementary Prescriber on the Nursing and Midwifery Council (NMC) Register or annotated on the Health and Care Professions Council (HCPC) register.

• Allied Health Professional as Supplementary Prescriber on the Health and Care Professions Council (HCPC) Register.

Completion of Non-Medical Prescribing award
The NMC (2006 p15) standard 6 notes that for independent and supplementary prescribing (V300) programmes, these must be completed by nurses and midwives in no longer than one year unless there are exceptional circumstances and there is a need for an interruption when they must complete within two years.

Recognition of Prior Learning (RPL)
The Institute of Health Professions operates a robust system for the Recognition of Prior Learning (RPL). Students who have evidence that they have formerly studied substantial parts of the course will be referred to the RPL co-ordinator for the Faculty. Advice will be provided on making a claim for RPL. You will be required to provide evidence of equivalent learning as per RPL guidance. The Non-Medical Prescribing course however must be completed within the time laid down by the professional bodies which is ONE YEAR. This
may well affect the RPL regulations normally applied to other academic provision. It is also important to note that you will not be allowed to RPL the assessments possibly achieved in V100 and V150 award to the V300 award. Negotiation of attendance of course content from one award to the other may be possible.

The course is accredited, endorsed or approved (depending on the professional body requirements) The Nursing and Midwifery Council is involved in conjoint validation of this award in partnership with the University. The HCPC approve the award for AHPs. The award and module leaders in consultation with partners and relevant NHS Trusts, other employing agencies with co-ordinate the course to ensure that the requirements of the NMC/HCPC are met.

**Contact Hours**

At University, the term ‘contact hours’ is used very broadly to refer to the amount of time that you spend learning in contact with teaching or associated staff, when studying for a particular course. This time provides you with support in developing your subject knowledge and skills, and provides opportunities to develop and reflect on your own, independent learning.

Contact time on this course will be based on your interaction with staff in some or all of the following situations: lectures, seminars, tutorials, demonstrations, practical classes and workshops, project supervisions, fieldwork, external visits, one-to-one sessions and discussions, interaction by email and other electronic or virtual media and situations where feedback is given on assessed work.

During your study this interaction takes place with academic (teaching and research) staff, teaching assistants, technical and specialist support staff, employers and others.

Alongside contact time, private and independent study is therefore very significant. This is the time that you spend learning without direct supervision from, or contact with, a member of staff. Your independent study time will include background reading, preparation for seminars or tutorials, follow-up work, wider practice, the completion of assignments, revision and others.

**University Academic Calendar**

*University Academic Calendar*

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**Timetables**

Timetabling information is available to you through the following:

1. Using the teaching timetable where you can search for and view all modules online at [www.wlv.ac.uk/timetable](http://www.wlv.ac.uk/timetable).
2. Once you have completed your module registration, a more personalised timetable showing only those modules which you are studying will be available for you to view through your e:Vision page.
3. For more general information about timetabling and teaching rooms use the Central Timetabling Unit webpages at [www.wlv.ac.uk/ctu](http://www.wlv.ac.uk/ctu).
**Student Voice**

The Student Voice is a partnership between the University and the Students’ Union, put in place to make sure students’ opinions/feedback are heard at every level of university governance, from course level to the University’s governing body.

The main positions within the Student Voice are Course Reps, who are volunteer students on every course. They have meetings with lecturers on a regular basis, highlighting both positive and negative feedback to Heads of Department or lecturers within their course. Faculty Reps are elected during the Spring Elections and have meetings with Senior Management within their Faculty. They are an essential link between Course Reps, the Students’ Union and management within each Faculty. To find your Faculty Rep: Faculty Representatives

If you ever wanted to get involved with the student voice, or need more information please contact the Engagement Team in the Students’ Union – Student Voice

For independent advice and guidance on all matters related to being a student eg. academic, finance, and housing issues, contact the Students’ Union’s Advice and Support Centre by telephone or e-mail Advice and Support.

**Responding to Student Feedback “You said/We did”**

As a result of student feedback we have made the following improvements/changes to this course:

- Better access to Specialist Practice texts held in Learning Centre
- Improved university learning environments

**Student Charter**

The University’s Student Charter has been developed primarily by the Students’ Union and informed by student views. The Charter is not a contract, nor is it intended to be legally binding; it is a set of shared expectations which establishes the values and standards we are seeking to promote across all of our learning community. The Charter seeks to apply to all students on all courses and reflect our normal expectations of your experience at University. On occasions different types of study and interactions will mean necessary variations from time to time. However, what is important to us is that, whatever you are studying, your experience is a great one.

**Engagement**

The University recognises that you have made a significant investment in both time and money in choosing to study for a degree. The University is committed to helping you fulfil your potential. Your engagement with the study materials, and participation in the sessions, activities and assessment tasks are very important in ensuring that you are able to do so.

Your engagement will help you to:

1. Understand the subject area you are studying;
2. Acquire and develop the skills and knowledge needed to ensure success;
3. Prepare for assessment tasks;
4. Learn from and with your fellow students;
5. Receive feedback from your tutors on your progress;
6. Fully participate in sessions, forums, seminars and other activities;
7. Develop your communication skills.
If you are unable to participate in any of the activities or sessions please let your tutor know that you are unable to do so. He/she will then be able to give you advice on what was dealt with during the session or activity, and what you need to do to catch up. Please do remember how important engagement and participation is to your success. You may be required to sign an attendance register at lectures so that we may monitor engagement. You are encouraged to engage with the University’s Virtual Learning Environment (VLE) and Student Management System, further details of how to access these can be found here.

Contact time with teaching and associated staff is available to help shape and guide your studies. The term 'contact hours' refers to the amount of time that you spend learning in contact with teaching or associated staff, when studying your chosen course. The number of contact hours on a course is influenced by the subject, as well as how and where you are studying. Academic staff should make it clear how many hours contact time you should receive, and what these hours are at the beginning of the course/module.

The Wolverhampton Graduate
The experience of studying at University is about much more than just gaining knowledge and understanding of a subject(s), it is also about developing additional skills and capabilities that you can take with you into a wide range of different settings. Sometimes it can be difficult to explain to others what you have done and achieved. The following Graduate Attributes will help you think about the knowledge and skills you have gained and how these can be presented to prospective employers and/or other interested parties. This is not an exhaustive list and you will need to reflect on what you can personally demonstrate that is appropriate for different settings and contexts such as job interviews. You will also have formed your own opinion about what going to university means to you and how you think you have developed.

While at university you will have the opportunity to:
1. acquire, generate, interrogate and apply knowledge from a wide range of sources,
2. develop research skills to enable analysis, synthesis, understanding and evaluation of data and information.
3. demonstrate self-discipline and organizational skills by meeting deadlines, and taking responsibility for your own development and learning
4. present ideas clearly in an informed and persuasive manner to a variety of audiences.
5. be innovative, creative and enterprising work collaboratively, whilst acknowledging, respecting and engaging with the views of others in a constructive and empathetic manner.
6. draw on professional advice and feedback to reflect on and improve your own learning and professional practice;
7. prepare for the world of work through engagement with real life situations, briefs and problems
8. engage with new ideas and ways of working as an active member of the communities in which you study, live and work.
External Examiners
Claire Callaghan – University of Cumbria

External Examiners play a key role in helping the University to ensure that our standards are comparable with other institutions in the sector and are consistent over the years and that our assessment processes and regulations treat all students fairly and equitably. It is not part of their remit to communicate with individual students (it is to be noted that students are given access to External Examiner reports in their entirety via the Modules and Programmes page on e-vision in line with the HEFCE Publication 06/45 and some students may have the opportunity to meet with externals if they visit placement areas or attend for planned meetings or assessment). Students are therefore reminded that they must not make direct contact with External Examiners in respect of their assessed work or performance. Any student issues should be relayed either directly to the Module or Course Leader.

Academic Regulations
This course follows the University’s academic regulations. A full version of these regulations can be found on the University web page for Policies and Regulations. These regulations govern your course and will be binding on you. It is, therefore, important that you read and become familiar with them. If you have any questions regarding the regulations you should raise your query by logging an e:Vision Helpdesk call.

Exam Regulations
The University also have regulations that specifically cover examinations. Examination Regulations

The maximum period over which an award may be studied is detailed in the regulations appropriate to your course. Typically these are:

Top-Up Honours Degrees

<table>
<thead>
<tr>
<th></th>
<th>Full Time Students</th>
<th>Normal</th>
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</thead>
<tbody>
<tr>
<td>Honours degree (180 credits)</td>
<td>2 years</td>
<td>3 years</td>
<td></td>
</tr>
<tr>
<td>Honours degree (120 credits)</td>
<td>1 year</td>
<td>2 years</td>
<td></td>
</tr>
<tr>
<td>Ordinary degree</td>
<td>1 year</td>
<td>2 years</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>Part Time Students</th>
<th>Normal</th>
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</thead>
<tbody>
<tr>
<td>Honours degree (180 credits)</td>
<td>3 years</td>
<td>4 years</td>
<td></td>
</tr>
<tr>
<td>Honours degree (120 credits)</td>
<td>2 year</td>
<td>4 years</td>
<td></td>
</tr>
<tr>
<td>Ordinary degree</td>
<td>2 years</td>
<td>4 years</td>
<td></td>
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<tr>
<th></th>
<th>Full Time Students</th>
<th>Normal</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters Degree</td>
<td>2 years</td>
<td>4 years</td>
<td></td>
</tr>
<tr>
<td>Postgraduate Diploma</td>
<td>2 year</td>
<td>3 years</td>
<td></td>
</tr>
<tr>
<td>Postgraduate Certificate</td>
<td>1 year</td>
<td>2 years</td>
<td></td>
</tr>
</tbody>
</table>

Exemptions
The Non-Medical Prescribing award operates outside the normal university calendar due to the Standards of Proficiencies for Non-Medical Prescribing courses set by both the NMC and HCPC which dictates the number of days theory and practice as well as the content and outcomes required.
For practice modules, where two attempts have been granted by the assessment board, there will be no right to repeat the modules following failure at the re-attempt opportunity. Failure to pass each assessment component (theory or practice) at re-attempt opportunity will result in discontinuation from the course.

No compensation will be forward on practical or theoretical modules.

Please be aware that to be eligible to continue on your course you must pass at least one module in your first year of study.

The above maximum registration periods do not include time away from study approved under Leave of Absence procedure (see below)

**Course Information**
As this is a professional course, students are required to achieve the breadth of study that is covered in the course. In order to achieve this, students must attend the 26 days of the award. Within the practice placement students must complete the required number of practice hours (12 days supervised learning in practice) as stated in the practice document. If certain extreme circumstances where there is difficulty completing within one year’s period of study, negotiation for an extension with the sponsoring organisation may take place

**Attendance will help you to:-**
- Understand the subject area you are studying;
- Acquire and develop the skills and knowledge needed to ensure success;
- Prepare for and undertake assessments;
- Learn from and with your fellow students;
- Receive feedback from teaching;
- Participate in practical and group work;
- Develop your communication skills.

If you are unable to attend a class please let your tutor know that you are unable to do so. He/she will then be able to give you advice on what was covered in the class, and what you need to do to catch up. Please do remember how important attendance is to your success. The University considers this to be so important that it reserves the right to review the position of students who fail to attend.

**Reference documents that support the course**
- This course is underpinned by the University and Faculty strategic plans and academic regulations.
- The Health and Care Professions Council Standards for Prescribing (2013)
- The Health and Care Professions Council Standards of conduct, performance and ethics (2008)

Allied Health Professionals Federation’s Outline Curriculum Framework for Education Programmes to Prepare Physiotherapists and Chiropodists/Podiatrists as Independent/Supplementary Prescribers and to Prepare Radiographers as Supplementary Prescribers (2013)

Allied Health Professionals Federation’s Outline Curriculum Framework for Conversion Programmes to prepare Physiotherapist and Chiropodists/Podiatrists Supplementary Prescribers as Independent Prescribers (2013)

The programme has been bench marked against the following:-

• The Quality Assurance agency (QAA) framework for higher education qualifications (2008)

• The Quality Assurance agency (QAA) framework for nursing (2002)

• Department of Health (2006) Improving patients’ access to medicines: A guide to implementing nurse and pharmacist independent prescribing within the NHS in England


• Department of Health (2004) b Outline Curriculum For Training Programmes to Prepare Allied Health Professionals as Supplementary Prescribing. London: DH


• National Prescribing Centre (2003b) Supplementary Prescribing: A resource to help health care professionals to understand the framework and opportunities. Liverpool, NPC

• National Prescribing Centre (2012) a single competency framework for all prescribers London NICE
• Nursing and Midwifery Council (2006) Standards of proficiency for nurse and midwife prescribers
  
  
• Nursing and Midwifery Council (2010) Standards for Medicines Management London: NMC
  
• There are also a number of relevant prescribing circulars:

2007
• NMC circular 31/2007 [PDF] - updated 29 October 07
  First published: 4 October 2007 (under review)
  Integrated V100 prescribing within specialist community public health nursing programmes and SPQ district nurse upload
• NMC circular 30/2007 [PDF] - updated 29 October 07
  First published: 4 October 2007 (under review)
  Additional requirements to include within the indicative content of nurse independent prescribing education and training programmes
• NMC circular 29/2007 [PDF] - updated 29 October 07
  First published: 4 October 2007 (under review)
  Strengthened requirements on Criminal Records Bureau checks for eligibility to undertake preparation to prescribe as a nurse independent prescriber
• NMC circular 22/2007 [PDF] - updated 9/11/07
  First published: 20 August 2007 (under review)
  NMC Prescribing for children and young people
• NMC circular 10/2007 [PDF]
  First published: 2 April 2007
  Additional requirements to include within the Indicative Content of Nurse Independent Prescribing education and training programmes

2008
• NMC circular 16/2008 [PDF]
  First published: December 2008
  Remote assessment and prescribing.
• NMC circular 12/2008 [PDF]
  First published: October 2008
  Standards for medicines management commencement date

2009
• NMC circular 05/2009 [PDF]
  First published: September 2009
  Supply and/or administration of medicine by student nurses and student midwives in relation to Patient Group Directions (PGDs).
• NMC circular 02/2009 | Annexe 1 [PDF]
  First published: February 2009
  Standards of educational preparation for Prescribing from the Community Nurse Prescribers Formulary for nurses without a Specialist Practitioner Qualification – V150
  (Replaced NMC Circular 38/2007)
Assessment

Types of assessment
The tutor, as part of the introduction to the module, will outline the assessment tasks. A more detailed briefing for each assignment will be available via the WOLF topic that supports the module.

Module Assessment
The way in which you’re learning will be assessed will be stated in the module guide you receive at the beginning of each module. It will tell you whether you will be required to sit an examination, submit coursework or complete a practical or presentation. Some work you will complete will be individual assessment but other assignments will be undertaken with your peers as group work.

To Pass the Non-Medical Prescribing Award:
You are assessed in both modules that you study. The assessment you complete for each module includes several elements. You must pass all of them.

For 6NH033 Clinical pharmacology for health professionals you will need to complete a numeracy test at 100% pass rate and achieve an 80% pass for the unseen MCQ/short answer part of the examination. All components must be passed.

For 6NH026 Non-medical prescribing practice you need to achieve a pass in your portfolio which includes a number of required elements.

It is important that all students understand and fully comply with their professional codes regarding conduct, performance and ethics which will be integral to the award. Any noted relevant concerns will be escalated to employers and referral to suitability/ Fitness to Practice panels.

Assessment Methods
These include examination of numeracy, MCQs practice examinations, OSCEs and practice portfolio, which will include prescriptions and a written essay.

Verification of learning outcomes and competencies in practice
As this course carries a recorded professional qualification you must have your achievement of the specified learning outcomes and competencies for practice verified by a designated medical practitioner. If you fail; at the first attempt to pass the learning outcomes for practice you are allowed one further attempt. If you fail to meet the requirements of practice at the second attempt you will be unable to achieve this professional qualification. You must be deemed competent in all the learning outcomes stated in the practice document.
**Blended Learning**
The University virtual learning environment (WOLF) will be used to provide lecture notes and additional information specific to the module. Students will have access to electronic copies of all lecture notes and additional supporting material produced by lecturers via the WOLF topic. There will be regular formative assessment with feedback. All face to face learning will be interactive. You will be encouraged to learn from each other collaboratively through planned discussion and small group work. You will be encouraged to use PebblePAD as a medium for your personal development planning.

**Distinctive features of the Course**
Students accessing this award will be from a wide range of areas within the West Midlands and across many health care specialisms in both acute, community, private and other statutory organisations. Networking and inter-professional education for students is encouraged and considered to be strength of the course. The team are particularly proud of the strong pharmacology subject and prescribing practice expertise underpinning the award.

**Personal Tutor**
When you join the University you will be given a Personal Tutor. This information can be found in your e-vision homepage. Your personal tutor is someone who can offer you guidance and advice, this could be about your course, and any other aspects that affect your study. In order for personal tutoring to be a beneficial and meaningful relationship for you, you need to communicate with your personal tutor.

**Academic Misconduct**
We take pride in the academic integrity of our staff and students but when academic misconduct is suspected the University will take action. The University considers seriously all acts of academic misconduct, which by definition are dishonest and in direct opposition to the values of a learning community. If not challenged, academic misconduct will ultimately devalue our academic standards and undermines the honest efforts on the part of our staff and students.

Academic misconduct includes plagiarism, collusion and cheating and may be deliberate or unintentional. Whatever form it takes, it will be thoroughly investigated and penalties will be applied if proven.

**Support for Students**
The University and the Students’ Union believe that many incidents of academic misconduct can be avoided by increasing students’ knowledge and skill.

A variety of support mechanisms are in place to help students succeed and avoid academic misconduct:

1. Visit the Learning Centre or our study skills support website at [www.wlv.ac.uk/skills](http://www.wlv.ac.uk/skills)
2. Download the Students’ Union guide to Avoiding Academic Misconduct (“Write Right”) - available from the Student’s Union website;
3. Book a Skype appointment with study skills adviser or join the online chat service ASSIST - through the Learning Centre “Skills for Learning” website.
4. Contact your personal tutor or module leader.
Remember – there is help available if you need it.

**Defining Academic Misconduct**

**Cheating**
Cheating is defined as any attempt to gain unfair advantage in an assessment by dishonest means, and includes, for example, all breaches of examination room rules, impersonating another student, falsifying data, and obtaining an examination paper in advance of its authorised release. Cheating attracts the University’s most severe penalties.

Other common examples of cheating would include –
- Being in possession of “revision notes” during an examination
- The purchase or commission of assignments from others
- Theft of other students’ work
- Prohibited communication during an examination

**Plagiarism**
Plagiarism is the act of taking someone else’s work and passing it off as your own. This includes incorporating either unattributed direct quotation(s) or substantial paraphrasing from the work of another/others. It is important to cite all sources whose work has been drawn on and reference them fully in accordance with the referencing standard used in each academic Faculty.

The most common forms of plagiarism are –
1. Cut or copied and pasted materials from websites
2. Copying the work of another student (past or present) including essays available through “essay bank” websites – or other data.
3. Copying material from a text book or journal

When you’re using other people’s work or ideas it is important to engage with their work critically. You can quote, paraphrase, summarise or critically review – but you must always provide appropriate references.

**Collusion**
Collusion is when two or more people combine to produce a piece of work for assessment that is passed off as the work of one student alone. The work may be so alike in content, wording and structure that the similarity goes beyond what might have been coincidence. For example – where one student has copied the work of another, or where a joint effort has taken place in producing what should have been an individual effort.

Collusion should not be confused with the normal situation in which students learn from one another, sharing ideas and group work to complete assignments (where this is specifically authorised).

**Plagiarism Detection**
In concert with the skills and experiences of academic staff the University will utilise electronic tools such as Turnitin to detect plagiarism. Turnitin is the software currently subscribed to by the University.
At Undergraduate level the University will require that all final year projects and dissertations are submitted to Turnitin for analysis. At postgraduate level the University will require that all dissertations (or similar) are submitted to Turnitin for analysis.

Students are required, where appropriate, to make a declaration as the authenticity and originality of any submitted piece of work. This declaration also authorises the University to request and require students to provide an electronic version of any submitted assessment for checking work via Turnitin where plagiarism is suspected.

**Penalties**

Where an offence is admitted, or a panel decides that cheating, plagiarism or collusion has occurred, a penalty will be imposed. There is a cumulative range of penalties which will be applied to any continuous period of registration for study with the University. The severity of the penalty will vary according to the nature of the offence and the number of previous offences. Penalties range from failure of the assignment under investigation to exclusion from the University.

Full details about the University's policy on Academic Misconduct, regulations and procedures, investigation of academic misconduct or to make an appeal or a complaint are available on the conductandappeals website.

**Anonymous Marking**

Anonymous marking is the process undertaken to avoid the possibility of bias through the assessment and marking process. To this end, wherever possible, the identity of students should not be apparent to markers and work should only be identified by student number. Where the method of assessment does not allow anonymous marking, (e.g. dissertations, presentations, oral examinations, practical examinations), alternative methods of marking to mitigate the possible effect of bias will be explained to you.

When submitting assessments in hard copy, you are asked to use your personalised bar-coded coversheet and ensure that you record only your student number in the header or footer of your piece of work.

**Where to get help with your course**
Student Support
If you encounter any issues (personal or academic) the following diagram directs you to the appropriate department or staff member.

Administration queries:
enrolment
extensions
extenuating circumstances
Leave of Absence
Course transfer, etc

eVision helpdesk or your Student Centre

Academic and Course related queries
Personal Tutor
Course Leader
Head of Department (by email)

Module related queries
Module guide (on WOLF)
Module Leader or Tutor

Support for Study Skills
W: www.wlv.ac.uk/skills
E: skills@wlv.ac.uk
T: 01902 32(2385)

IT Problems
W: www.wlv.ac.uk/ITServices
T: 01902 32(2000)

Who to Contact for help when you are studying on campus

Financial advice
W: www.wlv.ac.uk/moneymatters
E: money@wlv.ac.uk
T: 01902 32(1070)

Careers & Employment Centre
W: www.wlv.ac.uk/careers
E: careers@wlv.ac.uk
T: 01902 32(1414)

Special Needs (Students with disabilities)
Special Needs Tutor or Student Enabling Centre
W: www.wlv.ac.uk/sec
E: sec@wlv.ac.uk
T: 01902 32(1074)

Personal Issues
Personal Tutor (see eVision for details)
University Counselling Service
W: www.wlv.ac.uk/counselling
E: counsellingservices@wlv.ac.uk
T: 01902 32(2572)

General queries
eVision helpdesk or your Student Centre

Independent academic, financial, international and housing advice
Students’ Union Advice and Support Centre
W: www.wolvesunion.org/advice
E: advice.wolvesunion@wlv.ac.uk
T: 01902 32(2038)
Extensions, Extenuating Circumstances and Leave of Absence

The University wants all students to do their best. You are expected to take responsibility for your own learning and we know students perform best if they participate in all activities associated with their modules.

Very occasionally something may happen suddenly which is beyond your control and this will prevent you from attending an examination (or other test) or completing an assessment by the due date. Common reasons for needing additional help are poor health or a death in the family – although other reasons may apply.

Extensions - for some assessments there may be the option to apply for a short term (maximum 7 days) extension if you are experiencing difficulties in completing your work on time. You should apply for the extension via your e:Vision account on or before your assessment date and provide supporting evidence to your Student Centre. On receipt of the evidence your claim will be assessed and you will be notified by e-mail if your extension has been approved and your revised submission date. Further details can be found here.

Extenuating Circumstances – claims for extenuating circumstances are also submitted via your e:Vision account on or before your assessment date and again evidence to support your claim must be provided to your Student Centre. Claims for Extenuating Circumstances tend to be for more serious matters and if your claim is accepted then it enables you to take the assessment at the next available opportunity without penalty. If you have any queries regarding either of these processes then please log a call on the e:Vision helpdesk.

Leave of Absence - in more extreme cases of potential prolonged absence you might consider a temporary leave of absence. Students may temporarily suspend their studies a semester at a time (and up to a maximum of four semesters). You can apply for a Leave of Absence via e:Vision but we would strongly recommend that you get advice from your Personal Tutor, your Student Centre or the Students’ Union, particularly regarding the financial implications, before taking this step.

Taking a Leave of Absence can ensure that you have the time away from your studies you need, but it is important you understand all the implications. There are plenty of people who can advise you before you make your decision:
1. Your Student Centre (either in person or you could log an e:Vision Helpdesk call).
2. The Students’ Union Advice and Support Centre.
3. Student Advisors in your Faculty.
4. Your Personal Tutor.
5. The International Support Team (based in MX Student Centre, City Campus).

Please consider before taking a Leave of Absence
6. If you’re a full-time student, you could consider switching to part-time mode as an alternative.
7. While on a Leave of Absence you won’t have access to University premises or resources or participate in any assessment.
8. If you take a Leave of Absence after you have enrolled but before completing your module, any summative (graded) assessment submitted will be carried forward and will contribute to your assessment result for that module when you return, provided the same assessment requirements remain.
Financial impact
You should consider the implications of taking a Leave of Absence will have on your funding and finances. On approval of your Leave of Absence you must ensure that you are fully aware of the fee implications on your return to the course, as fees may be due again for the modules that you were studying when the leave of absence was agreed.

However, your individual circumstances will affect your right to funding so it is important that you seek advice from the Students’ Union Advice and Support Centre – who will also be able to advise you about the impact of any benefit entitlement.

You will not be entitled to Council Tax exemption whilst on a Leave of Absence.

Your tuition fees
In accordance with the University's fee liability policy, you will be liable for any fees due dependent on the date that you officially apply for Leave of Absence.

If you are a full-time undergraduate UK student, tuition fees are due as follows:
9. Attendance in Term 1 = 25% of the tuition fee is due.
10. Attendance in Term 2 = 50% of the tuition fee is due.
11. Attendance in Term 3 = 100% of the tuition fee is due.
If you are a part-time student, your fee liability is dependent on the number of modules registered in any period.

If you are an international student we take into account the fact that you will have paid a non-refundable deposit and your fee liability points will be at the start of the first term and third term (remainder of fee). We recommend you seek guidance on this from the International Student Support team in MX Student Centre.

Health & Safety issues
Specific procedures relating to your course will be explained to you during induction and at appropriate points throughout the course. The University can accept no responsibility for any injury sustained through a student's negligence, misuse of equipment or disregard of instructions. You must observe all instructions regarding accident and fire prevention. All accidents must be reported immediately to a member of staff and will be recorded on an accident report form.

If you have a medical or other condition which may endanger yourself or others in a particular situation you must inform the member of staff present, and also discuss the condition beforehand with the Faculty Enabling Tutor.

Fire notices, exits and assembly points are posted in all teaching rooms and around the buildings. Procedures to be observed when the alarm sounds are to leave as quickly as possible in a quiet and orderly manner and to assemble at the appropriate point. Do not attempt to re-enter the building until you are told it is safe to do so. You may need to show your identity card on entry to the building so ensure you have it with at all times.

Health and Wellbeing whilst using your computer
As a student you will be using a computer for the majority of your study. The guidelines below are to promote good health and wellbeing in relation to your computer use.
Set-up and space
Ensure you have a comfortable working area where you can have adequate space for your keyboard, mouse, monitor or laptop/mobile device and that you are in a comfortable seated position. Try to prevent eye strain by ensuring you have good lighting, adjusting your monitor to prevent glare and by cleaning your monitor regularly. If you are using a laptop for any extended length of time try to use an external mouse to prevent continued use of a laptop mouse pad which can cause strain injuries.

Taking a break
You should take regular breaks away from the screen. One to two minutes away every thirty minutes can be most effective, with regular longer breaks every couple of hours. Physically moving away from the screen and working area will also allow for important stretching and increasing circulation as well as reducing eye strain from looking at the screen.

Progression for Further Study
Applicants will generally be seconded by their employers or sponsored by an NHS Trust. However there are wider career opportunities nationally and internationally and students will have an opportunity to discuss future career planning within the course. Opportunities for further study at undergraduate and post graduate level will be encouraged.

Employability & Your Personal Development Portfolio (PDP)

The practice document will be regarded as your professional portfolio whilst on your course and will offer evidence towards future employability.

What is ‘Employability’?
‘Employability’ is concerned with the development of skills aimed at enhancing your employment prospects throughout your time here at the University of Wolverhampton. Developing specialist subject and academic knowledge is important for employers but they also want to employ individuals who are able to:

- Communicate effectively,
- Work in a team and have good interpersonal skills.
- Solve problems
- Work on their own using their own initiative and are able to adapt to changing situations
- Be self-confident

How will you develop your employment related skills?
At the Faculty of Education Health and Wellbeing we aim to provide you with the opportunity to develop these through the modules you will be studying. The assessments you undertake for your modules are designed to help you develop subject specific skills through the research you undertake for the assignments. In addition, they are also designed to help you develop other key skills such as your written communication skills. Where you have formal presentations, this will build your self-confidence in addition to helping you develop your skills of verbal communication. Working as part of a team will develop vital group-work skills. Attending your classes regularly will further ensure that you have the opportunity to develop other skills.
Throughout your time at the University, you will develop and be able to demonstrate a number of skills, some of which are listed below:

- Working as part of a group.
- Demonstrating teamwork skills and leadership skills.
- Effective communication.
- Written (via reports etc.).
- Oral (through formal presentations).
- Problem-solving.
- IT skills (which include use of basic packages for word processing, spreadsheets, use of email etc.).
- Time management.
- Attending classes on time
- Handing in your assignments by the deadline date.

You may also be working full or part-time. The experience you gain within a work environment is a very worthwhile one and also helps you to develop key skills. This is relevant to your own professional experience in the Health Service and beyond. This is another good way of developing skills, which are valued by employers.

Roles in the health service have developed, expanded and become more diverse. This programme offers ample evidence of the diversity of skills and knowledge that are needed to provide effective enhancement of role. Specialist knowledge, which facilitates expertise for health professionals, is evident through the course. The course team are also mindful of the need to work collaboratively in many aspects of practice in order that each specialist may work with other agencies to create a smooth care programme for clients and teamwork enhances quality of care. Collaboration can help to ensure a common understanding between primary and secondary care and create a consistent approach to clinical responsibilities. Collaboration can help promote safe and effective prescribing and reduce concerns over quality.

These roles are enhanced by the ability to prescribe. Health professionals who take up challenges and opportunities in practice must do so by recognising the issues of accountability and responsibility in practice. The programme supports professional progress by developing professional awareness and decision-making.

Personal growth is expected through education and learning, and teaching strategies are planned to maximise this growth. As a student in higher education you are seen as a partner in the educational process and to have responsibility for your learning. The course team will support and facilitate your professional and educational development.

**Alumni**

*We're proud of your success. Be proud of your connection with us.*

Once you complete your studies you will continue to be part of the University of Wolverhampton academic community as one of our ever growing alumni community. The WLV Alumni Association is a university-wide association bringing together Wolverhampton graduates.

For further information on Graduation and Alumni please visit our Alumni website.
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