

# Governance of prescribing ciphers

## Why?

- Number of instances when NMPs (Practice and Federation) used incorrect prescribing ciphers
- Ciphers not being deactivated appropriately
- Remind Practice Managers of correct processes

# Cipher Application Process

Non-medical prescribers employed in Primary Care who have gained their Independent Prescribing qualification and wish to apply for a cipher number should:

- Complete the appropriate application form, found on the Primary Care Intranet:
  - NMPP1 form for Nursing and Pharmacy staff
  - NMPP4 form for First Contact Physiotherapist Practitioners (FCPP)

<http://primarycare.hscni.net/pharmacy-and-medicines-management/non-clinical-resources/non-medical-prescribing/form-nmpp1-application-for-a-non-medical-prescriber-cipher/>



### Latest Updates & Documents

- [Truth Recovery Programme - Note To HSC Professionals](#)  
- 10 May 2023
- [Gemcitabine Solution for infusion vial](#)  
PHC/16/2023 - 10 May 2023
- [Emerade 500 micrograms solution - Advice For Patients Letter](#) - 10 May 2023
- [Emerade 500 Micrograms Solution](#)  
PHC/17/2023 - 10 May 2023
- [MDT Newsletter - Issue 4](#)  
- 5 May 2023
- [Northern Ireland Evidence Based Commissioning Position Effective Use Of Resources Letter](#) - 5 May 2023

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Northern Ireland Electronic Care Record  
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### Upcoming Events

There are no upcoming events at this time.

### Quick Links

- [GPIP-QOF](#)
- [Coronavirus](#)
- [A-Z Useful links](#)
- [PMM clinical resources](#)
- [PMM non clinical resources](#)
- [Shortages Information \(BSO Website\)](#)
- [GMS claim forms](#)
- [Medicines governance](#)
- [Non-Medical Prescribing](#)



Primary Care Intranet > Pharmacy and Medicines Management > Non-Clinical Resources > Non Medical Prescribing

### Non Medical Prescribing

Please note that the cipher application process (CPM) should only be used for groups of staff for whom there are existing prescribing arrangements and budgets in place. New service models outside existing arrangements will require formal approval from HSCB prior to requesting cipher numbers. It should also be noted that it is the responsibility of the employer to ensure that appropriate governance arrangements are in place for the registration of NMPs and to make BSO aware of any changes to NMP or approver status.

**NB: This process MUST NOT be used to apply for SP1 or SP2 's(substitute prescribing cipher numbers/prescription forms). The Substitute Prescriber Prescription (SP1/ SP2) Registration Form can be found [here](#)**

Name	Description	Date
<a href="#">Professional Leads &amp; Approvers for GP Practice employed Non-Medical Prescribers</a>	PDF Document	28 Dec 2022
<a href="#">NON-MEDICAL PRESCRIBING APPLICATION PROCESS</a>	Process Document	23 Dec 2022
<a href="#">Approver Update for CPM - Form NMPP1</a>	Flow Chart	23 Dec 2022
<a href="#">Non-Medical Prescribers Process for Applying for a Cipher - GP Practice Employed</a>	Frequently Asked Questions	23 Dec 2022
<a href="#">NMPs in General Practice</a>	Frequently Asked Questions	23 Dec 2022
<a href="#">NMPs Employed by HSC Trusts and Working in the Community</a>	Frequently Asked Questions	23 Dec 2022
<a href="#">Non-Medical Prescribers Process for Applying for a Cipher - Trust Employed Form NMPT1</a>	Flow Chart	23 Dec 2022
<a href="#">Non-Medical Prescribers Process for Applying for a</a>	Flow Chart	23 Dec 2022

### In This Section

- NMPM1 – Request to Add, replace or remove an approver
- NMPM2 – Update name and address details of a Designated Approver – HSC Trust
- NMPP1 – Application for a Non-medical Prescriber Cipher – GP Practice employed
- NMPP2 – Update non-medical prescriber details – GP Practice employed
- NMPP4 – Non Medical Prescriber – Application for Cipher number – First Contact Physiotherapist Practitioner
- NMPT1 – Application for a non-medical prescriber cipher – Trust employed
- NMPT2 – Amend non-medical prescriber details – Trust employed

# Cipher Application Process

HSC Primary Care Intranet A A A

Primary Care Intranet > Pharmacy and Medicines Management > Non-Clinical Resources > Non Medical Prescribing

## Non Medical Prescribing

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Name	Description	Date
<a href="#">Process to apply for a cipher number - General Practice employed</a>	Flow Chart	8 Oct 2020
<a href="#">Approvers to GP Practice employed Non-Medical Prescribers</a>	Contact details	28 Oct 2019
<a href="#">Non-medical Prescribers - New Cipher application Process</a>	HSCB Letter	31 Aug 2017
<a href="#">Process to apply for a cipher number - Optometrists</a>	Flow Chart	24 Aug 2017
<a href="#">Process for adding, replacing or removing Trust</a>	Flow chart	18 Aug 2017

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Health and  
Social Care

# Cipher Application Process



Department of  
**Health**

An Roinn Sláinte

Mánnystrie O Poustie

[www.health-ni.gov.uk](http://www.health-ni.gov.uk)

<https://primarycare.hscni.net/pharmacy-and-medicines-management/non-clinical-resources/non-medical-prescribing/form-nmpp1-application-for-a-non-medical-prescriber-cipher/>

**Strategic Planning and Performance Group**

# Cipher Application Process

- Select Add a new prescriber. Please note the email address to complete the process must be **must be a HSC or GP Practice email address**.
- A form will be generated from Prescriber Registration (BSO) to the email address used at the initial stage.
- This should be printed, completed and signed by the applicant and the:
  - Prescribing Lead GP in the practice (For Nursing Staff and GP pharmacists)
  - Trust approver for physiotherapists
- Please ensure that all details recorded are accurate and note that the date registered should reflect the date that the prescribing qualification is listed on the relevant professional register, i.e. for Nursing the NMC register, for Pharmacy the PSNI register, and for Allied Health Professionals the HCPC register.
- Scan and email the form to the relevant SPPG / PHA Approver.

- SPPG / PHA Approvers for NMPs employed in Primary Care:  
Gillian McCorkell (Nurse Consultant PHA) [NMP.nursing@hscni.net](mailto:NMP.nursing@hscni.net)  
Christine Kelly or Ciaran Byrne (Pharmacy Advisers SPPG) [NMP.Pharmacy@hscni.net](mailto:NMP.Pharmacy@hscni.net)  
Eamon Farrell (AHP Consultant PHA) [Eamon.Farrell@hscni.net](mailto:Eamon.Farrell@hscni.net)
- Providing all the information is accurate, the form is authorised by the SPPG/PHA approver and will be emailed to Prescriber Registration.
- If not, it will be returned to the applicant to be amended.
- A cipher number will be issued by Prescriber Registration, emailed to the SPPG / PHA approver and to the applicant at the email address from which the original form was generated.
- As a safeguard to ensure receipt the cipher number will also be forwarded to the applicant by the SPPG / PHA approver listed above.



- **NMPP1 form:**
  - apply for a cipher number for a primary care non-medical prescriber who will require HS21 prescriptions in order to fulfil their prescribing obligations
  - create additional prescriber ciphers for an existing non-medical prescriber
- Cipher - 4 digit numbers which are not transferable across practices
- A separate unique cipher number is required for each practice or clinical setting
- The cost of prescriptions is attributed to the cipher number that has been used
- **NMPP2** form should be submitted by the prescriber and prescribing lead if:
  - If you no longer require a cipher number
  - To edit personal detail or to change a Prescriber Type
- Old and redundant HS21 prescription pads must be destroyed should be returned to the relevant staff member for destruction

<https://primarycare.hscni.net/pharmacy-and-medicines-management/non-clinical-resources/non-medical-prescribing/>

# Cipher Numbers

- Only used for Prescribing – not for ordering investigations e.g. bloods
- Cipher required by NMPS for each practice employed in
- NMP cannot sign Practice Stock Scripts – e.g. contents of emergency bag , must be signed for by GP
- Each practice should have their own Prescription Security Policy
- Deactivate Cipher when retire or leave practice and destroy prescriptions
- Apply for new cipher when commencing new employment with Practice
- NMP cipher numbers will no longer be recycled

# Compass Survey

- SPPG currently carrying out a survey on the usefulness of the practice's and individual prescriber's COMPASS reports to Non-Medical Prescribers working in General Practice.
- The COMPASS Survey is live and will run until mid-July- can be accessed at the below link

<https://consultations2.nidirect.gov.uk/hsc/compass-reports/>

# Any Questions ?

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