

# **SPECIMEN** Declaration of competence for community pharmacy services

## Emergency contraception service with the use of a patient group direction

### Part A - How to use this system

#### 1. Introduction to the *Declaration of competence* system

Pharmacists must ensure they meet the *Standards of conduct, ethics and performance* as set by the General Pharmaceutical Council (GPhC). Pharmacy professionals are personally responsible for keeping their knowledge and skills up to date and relevant to their roles and responsibilities. They must also undertake continuing professional development (CPD) relevant to their scope of practice.

Pharmacy owners and superintendent pharmacists must make sure the GPhC *Standards for registered pharmacies* are met. They are responsible for creating and maintaining the right environment, both organisational and physical, for the safe and effective practice of pharmacy. This includes ensuring pharmacy teams, including locums, have the appropriate skills, qualifications and competence for their role and the tasks they carry out.

This self-assessment and declaration system provides pharmacy professionals with a framework to demonstrate to themselves, their employers and the service commissioners that they have the skills and knowledge necessary to deliver an **Emergency contraception** service.

The framework includes details of available learning mapped to a range of core and service-specific competencies which include the clinical, ethical, cultural and legal aspects of delivering this service. In addition to meeting the GPhC *Standards of conduct, ethics and performance* it is expected that pharmacy professionals:

- meet the *Consultation skills for pharmacy practice: practice standards for England*, as determined by Health Education England
- are aware of their safeguarding responsibilities.

## 2. Self-assessment of competence

This self-assessment against both the core and service-specific competencies has been developed in conjunction with CPPE, national experts and professional groups. The self-assessment takes into account:

- National Institute for Health and Care Excellence (NICE) guidance
- Royal Pharmaceutical Society's public health standards.

If you are **NOT** able to answer **yes** to all of the self-assessment questions, then you are not yet ready to deliver the service and should refer to Section 4 to further your learning and development.

## 3. How to use the *Declaration of competence* system

In order to use the *Declaration of competence* (DoC) system to deliver a commissioned service you must ensure that the DoC system has been included in the service specification/patient group direction (PGD) as a requirement.

Note: Although you may not be preparing to deliver a commissioned service for **Emergency contraception**, the *Declaration of competence* system can be used as a development tool to ensure you are competent in this subject area, as part of your daily practice.

There are three parts to this DoC system:

- Part A** This part of the DoC includes the suggested learning and assessment you should consider, linked to the core and service-specific competencies for the service.
- Part B** This is the DoC framework which highlights the key competencies expected of all pharmacy professionals delivering this service. You must ensure you have met the competencies in Part B before signing your *Declaration of competence* statement.
- Declaration** The final part is the *Declaration of competence* statement that you must print and sign to acknowledge professional responsibility that you are competent to deliver the service.

## To complete the DoC system you need to:

### i. Visit Part A.

- Review the suggested learning and assessment.
- Reflect on your previous learning, experience and assessment.
- Consider what learning has recently been completed as part of your CPD and which areas of learning and development may need updating.

### ii. Visit Part B.

- Work through the DoC framework.
  - Review the competencies and complete each section with evidence and information of the learning, experience and assessment, and other training you have completed to meet each competency. By doing this you will identify any gaps in competence. If you cannot answer a question to your own satisfaction (for example, *Do you understand the pharmacotherapy for the full range of emergency contraception and appropriate clinical guidance relating to these?*) then you should undertake some extra learning. This may include referring to other resources, such as National Institute for Health and Care Excellence (NICE) guidance.
- iii. Use the information in **Part A** to identify the learning and assessment resources required to fill the gaps in competence and complete the relevant learning and assessment.
- iv. Revisit and complete the DoC framework in **Part B**, noting down the additional learning completed as appropriate.
- v. Access, print and sign the **Declaration of competence statement** from the [CPPE website](#). This is pre-populated with the CPPE personal learning and assessment completed for the service, with the dates of completion. Remember to add details of other learning to the declaration (for example, from employers).
- vi. Keep the signed *Declaration of competence* statement on the pharmacy premises and make it available to employers, commissioners and others when requested.
- vii. Work through the DoC system every three years, or sooner, if stipulated on the DoC, the service level agreement or in the contract with the commissioner.

## 4. Learning and development

Table 4.1 contains details of the learning and assessment available to support you in meeting the core professional competencies within the framework. Table 4.2 contains details of the CPPE learning programmes and assessments you can use to help develop your skills and knowledge to satisfy the self-assessment. Table 4.3 provides information on other associated learning, for example, if the service includes a patient group direction (PGD). Information relating to learning acquired from other training providers can be entered in Table 4.4.

#### 4.1 Learning and assessment to meet core competencies

Training/learning	Core competencies linked to the DoC framework
CPPE <i>Consultation skills for pharmacy practice: taking a patient-centred approach</i> distance learning	1 and b
<u><a href="#">Consultation skills for pharmacy practice website</a></u>	1 and b
<i>Consultation skills for pharmacy practice</i> e-learning and e-assessment	1 and b
CPPE <i>Safeguarding children and vulnerable adults</i> e-learning	2
CPPE <i>Safeguarding children and vulnerable adults</i> public health workshop	2
CPPE <i>Safeguarding children and vulnerable adults</i> e-assessment	2

#### 4.2 CPPE programmes, workshops and assessments you may wish to access

Training/learning	Service-specific competencies linked to the DoC framework
CPPE <i>Emergency contraception</i> e-learning	a, c, d, e, f
CPPE <i>Emergency contraception</i> assessment	a, c, d, e, f
CPPE <i>Contraception</i> distance learning	c, d
CPPE <i>Contraception</i> assessment	c, d
CPPE <i>Emergency contraception</i> public health workshop	a, b, e, f, i
CPPE <i>Patient group directions</i> e-learning programme	h, i, j

#### 4.3 Other associated learning you may wish to access

Training/learning	Service-specific competencies linked to the DoC framework
NICE MPG2: <u><a href="#">Patient group directions</a></u>	h, j
<u><a href="#">NICE competency framework for health professionals using patient group directions</a></u>	j
<u><a href="#">Faculty of Sexual and Reproductive Healthcare Clinical Guidance: Emergency contraception</a></u>	c, d, e, f

#### 4.4 Learning and assessment completed from other training providers

You can complete training courses and workshops delivered by other trainers, provided they deliver the equivalent knowledge and learning outcomes as the CPPE programmes listed in Section 4.2. You should list non-CPPE learning and assessment you have completed in the table below. Please also list any practical training courses attended here:

Training/learning/competencies/assessment (list below)	List competencies covered from DoC framework

#### 5. Reassessment of competence

Pharmacy professionals are responsible for reassessing their competence to deliver this service on an ongoing basis by responding to new guidance, standards and any relevant new learning programmes and assessment. In addition, we recommend completion of the DoC system at least once every three years. This should involve revisiting the self-assessment of competencies, reflecting on each competency and identifying personal learning needs to assure self-declaration again at this point. Where changes are introduced to the commissioned service, pharmacy professionals (and pharmacy staff) will need to update themselves as part of their usual CPD. Some commissioners may require pharmacy professionals to attend an update meeting each year.

#### 6. Endorsement and support

The *Declaration of competence* system is supported for use across England by Health Education England, and endorsed by NHS England and Public Health England. The system has received endorsement from the following national pharmacy organisations:

- Royal Pharmaceutical Society (RPS)
- Pharmaceutical Services Negotiating Committee (PSNC)
- Pharmacy Voice (PV)
- Association of Pharmacy Technicians UK (APTUK)

## Part B - Declaration of competence framework

### Core competencies

1. Do you meet or are you **actively** working towards the *Consultation skills for pharmacy practice: practice standards for England*, as determined by Health Education England?

Yes, because I have:

- Visited [www.consultationskillsforpharmacy.com](http://www.consultationskillsforpharmacy.com) and printed off the national practice standards
- I have worked through the MRCF self-assessment process and identified the standards which I need to develop further
- I have attended a CPPE national practice standards workshop and booked onto the one-day Confidence in consultation skills training
- I have completed the CPPE Consultation skills online assessment

2. Do you meet the competencies expected of all healthcare professionals with regard to safeguarding children and vulnerable adults?

Yes, because I have:

- Completed the CPPE Safeguarding e-learning
- Attended the safeguarding workshop
- Made contact with my local safeguarding lead and obtained relevant information regarding reporting processes
- Passed the Safeguarding e-assessment

### Service-specific competencies

**Statements should be supported by appropriate evidence whenever possible. If the learning you have completed applies to more than one competency then you do not need to repeat this information.**

**You can use this table for your own self-assessment purposes; you only need to submit this part of the statement if your commissioner asks for it.**

a. Do you understand the aims of the emergency contraception service and other sexual health services in your community?

Yes, because I have undertaken the following:

- Completed the CPPE Emergency contraception e-learning and assessment (date)
- Attended a CPPE public health workshop on emergency contraception (date)
- Met with the local sexual health community nurse to discuss services in the area

b. Can you apply effective consultation skills to communicate with clients appropriately and sensitively when dealing with sexual health?

Yes, because I have undertaken the following:

- See response to core competency 1 above
- Conducted practice consultations with local sexual health nurse

c. Do you know the most up-to-date information about general contraception, emergency contraception and sexual health; and understand the different types and methods of hormonal, non-hormonal and emergency contraception, their use, advantages, failure rates and complications?

Yes because I have undertaken the following:

- *CPPE contraception distance learning programme and assessment (date)*

d. Do you understand the pharmacotherapy for the full range of emergency contraception available and the appropriate clinical guidance relating to these (eg, NICE)?

Yes because I have undertaken the following:

- *Read the Faculty of Sexual Health and Reproductive Healthcare clinical guidance (version)*

e. Are you able to counsel and advise using an evidence-based approach?

Yes because I have undertaken the following:

- *Conducted a peer review with sexual health nurse*
- *Attended workshop and obtained observer feedback*
- *Feedback form patient questionnaire would be appropriate for services of a less sensitive nature*

f. Do you understand how, when and where to refer clients, and when to ask for support and advice yourself?

Yes because I have undertaken the following:

- *Identified appropriate routes for signposting clients*
- *Obtained and displayed appropriate resources to share with clients*

g. Are you able to support and develop the pharmacy team in the delivery of a safe and effective service?

Yes because I have undertaken the following:

- *Developed or updated the standard operating procedures for the Emergency Contraception service (date)*
- *Updated the pharmacy team about the new service and in particular the ethical, cultural and legal aspects of the service (date)*
- *Updated the pharmacy team about the relevant GPhC Standards of Conduct, Ethics and Performance and the Standards for Registered Premises and associated guidance*

h. Do you understand the legal implications and professional responsibility of using a PGD?

Yes because I have undertaken the following:

- *I have been using PGDs in practice for the last ten years and have vast experience (for example)*

i. Are you able to demonstrate knowledge of the clinical content of the relevant PGD(s)?

*Yes because I have undertaken the following:*

- Read, understood and signed the local patient group direction (version X)*

j. Can you satisfy the NICE competency framework for health professionals using PGDs?

*Yes because I have undertaken the following:*

- Visited the framework to re-check I can meet the competencies via experience of application of PGDs and previous training*

### Local commissioner requirements

Pharmacists should be aware that service specifications, documentation and contact details may vary from one local area to another; therefore, you must ensure that you are familiar with the local service and documents in the locality in which you are providing this service.

Training/learning	Competency	Date completed	Date review due
Have a working knowledge of the most recent service documents relating to provision of the service – PGDs, contract or service level agreements (SLAs), claims procedures, etc.	h, i, j	December 2014	Dec 2017
Review and/or develop relevant standard operating procedures (SOPs) and policies in your practice.	g	December 2014	Dec 2017