



## Enrolment functionality and CPPE Declarations of Competence (DoC)

### Change to Process

The enrolment process on PharmOutcomes has now changed to reflect recent changes to the Declaration of Competency requirements made by CPPE. Up until this point pharmacists have simply downloaded a declaration of competence to be completed and signed. Pharmacists now need to confirm the date of signing in a new stage to the declaration process on the CPPE website. Changes to this process and the PharmOutcomes enrolment process to support these changes is detailed below.

### Sharing CPPE information with PharmOutcomes

Pharmacists must configure their personal profile on the CPPE site in order for PharmOutcomes to access DoC information. To do this, after login to the CPPE website at <https://www.cppe.ac.uk/>, pharmacists must access the “My CPPE” page by clicking the link on the home page as below.

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Welcome back Kevin Noble

Providing NHS and public health pharmacy services

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Commissioners Commissioning CPPE Declaration of competence

PharmOutcomes

If you are completing the Declaration of Competence system in order to deliver a commissioning service you will need to share data relating to your CPPE learning and assessment record.

Tick this box to allow your data to be shared with PharmOutcomes.

Save changes

Quick links

### Declaration of competence

Public health service delivery is now well established in pharmacy. Delivering services such as emergency contraception or stop smoking support are part of everyday practice. We have a wide range of learning programmes and assessments for each of the services, which will help you assure and maintain your competence.

Pharmacy is building strong relationships with public health commissioners who see the benefits of commissioning services from the highly accessible healthcare professional on the high street. The Declaration of competence (DoC) system has been developed to support you in assuring commissioners that you are service-ready and have the appropriate knowledge, skills and behaviours to deliver high-quality, consistent services. Many commissioners are now including the DoC system in their service specifications, service level agreements and patient group directions. You can also download a factsheet and further information for community pharmacy professionals.

As you work through the DoC system you will use the resources to reflect on your current competences, and identify and meet your learning and assessment needs for each service. Look at this example of a completed DoC for emergency contraception.

Demonstrating that you are developing your consultation skills and working towards the Practice standards for pharmacy consultations is a core competence within DoC. To ensure you meet this core competence and can provide evidence to your employer and commissioner visit the Consultation skills for pharmacy practice website. The

Select a service to begin

- Alcohol use identification and brief advice
- Chlamydia testing and treatment
- Emergency contraception
- Head lice
- Immunisation (NOT ADVANCED Flu service)
- Improving inhaler technique
- Minor ailments
- Nicotine and syringe programme (NSP)
- NHS health check
- NHS seasonal influenza vaccination ADVANCED
- Stop smoking
- Supervised consumption of prescribed medicines
- Weight management

Fig 2 – Selecting a DoC at the CPPE website

The initial stages of completion remain unchanged but a new stage has now been introduced, step 5 below - Fig 3, that requires an acknowledgement of signing DoC i.e. and electronic signature

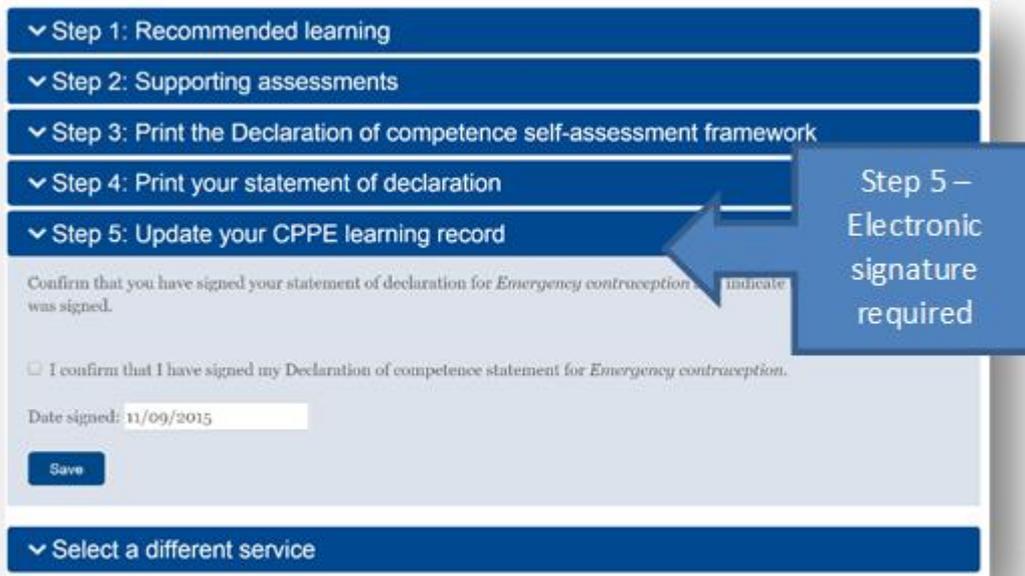


Fig 3 – Electronic signature

## Changes to PharmOutcomes enrolment process to support DoC changes

When a pharmacist enters the enrolment stage attached to a service there are now key changes that have been implemented to support the revised DoC process. After the practitioner has entered their name they will be invited to enrol as before Fig 4.

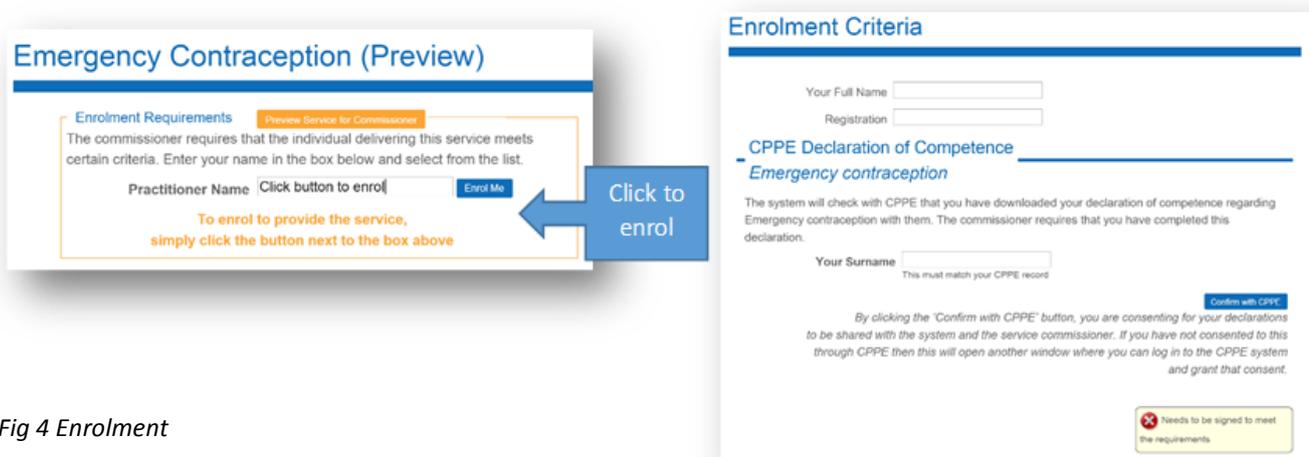


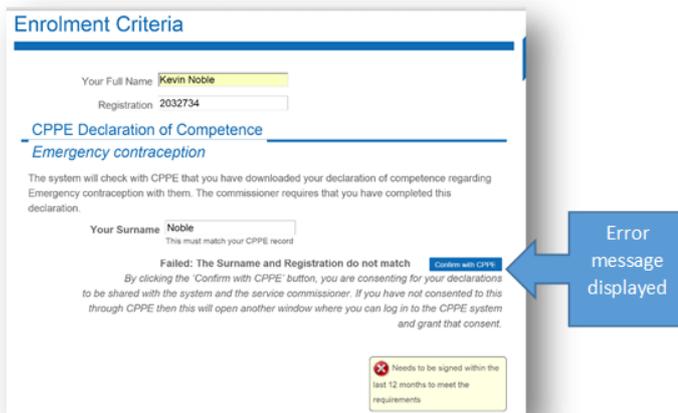
Fig 4 Enrolment

The enrolment screen is essentially the same on initial access but after entering name and registration number into the fields, the CPPE DoC process has been amended to provide additional information to the practitioner as described below.

A variety of messages will now appear within the enrolment page when the “Confirm with CPPE” button is clicked depending on DoC status of the practitioner

### Scenario 1 – Incorrect registration number entered in error

In the example below a valid GPhC registration number has been entered but this does not link to the practitioner name i.e. belongs to another pharmacist. On clicking “Confirm with CPPE”, the message “Failed – The surname and registration do not match” is now displayed to confirm that the number entered does not match with records held by CPPE/GPhC for that pharmacist.

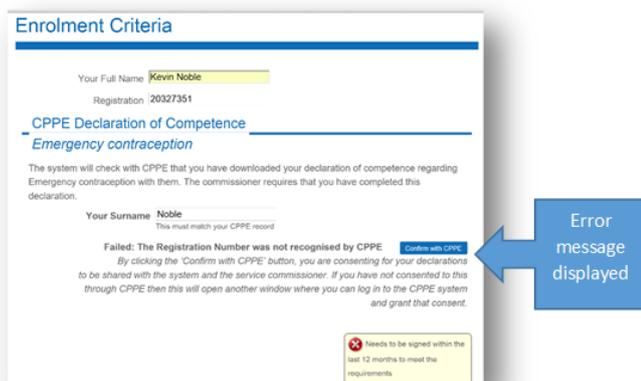


The screenshot shows the 'Enrolment Criteria' page. At the top, 'Your Full Name' is 'Kevin Noble' and 'Registration' is '2032734'. Below this, the 'CPPE Declaration of Competence' section is titled 'Emergency contraception'. A message states: 'The system will check with CPPE that you have downloaded your declaration of competence regarding Emergency contraception with them. The commissioner requires that you have completed this declaration.' Below this, 'Your Surname' is 'Noble'. A red error message is displayed: 'Failed: The Surname and Registration do not match'. A blue arrow points from this message to a blue box labeled 'Error message displayed'. At the bottom right, there is a yellow warning box: 'Needs to be signed within the last 12 months to meet the requirements'.

Fig 5 Pharmacist name and registration number do not match

### Scenario 2 – Invalid registration number entered in error

In the example below, an invalid registration number has been entered e.g. too many digits. On clicking “Confirm with CPPE” the message “The registration number was not recognised by CPPE” is now displayed



The screenshot shows the 'Enrolment Criteria' page. At the top, 'Your Full Name' is 'Kevin Noble' and 'Registration' is '20327351'. Below this, the 'CPPE Declaration of Competence' section is titled 'Emergency contraception'. A message states: 'The system will check with CPPE that you have downloaded your declaration of competence regarding Emergency contraception with them. The commissioner requires that you have completed this declaration.' Below this, 'Your Surname' is 'Noble'. A red error message is displayed: 'Failed: The Registration Number was not recognised by CPPE'. A blue arrow points from this message to a blue box labeled 'Error message displayed'. At the bottom right, there is a yellow warning box: 'Needs to be signed within the last 12 months to meet the requirements'.

Fig 6 – Invalid registration number entered

### Scenario 3– DoC has not yet been printed

If name and registration numbers have been entered correctly but the practitioner has not yet printed the relevant DoC, on clicking “Confirm with CPPE” the message “You have not yet printed your statement of Declaration of Competence from CPPE” is displayed as in Fig 7

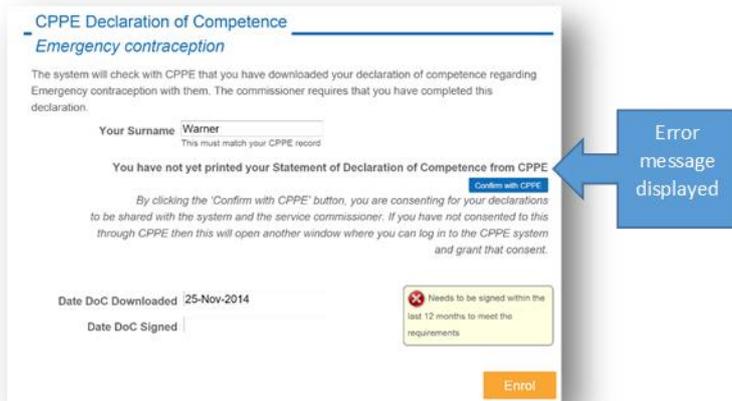


Fig 7 – Name information and registration number match CPPE records but DoC has not been printed

Scenario 4– DoC has been printed but electronic signature has not been applied

In the example below, the practitioner has printed off the DoC from the CPPE website but has not completed stage 5 – applying the electronic signature. On clicking “Confirm with CPPE” in this case the message “Although you have printed your statement of Declaration of Competence you are now required to declare that you have signed it through the CPPE website” is displayed. The pharmacist in this case must access the CPPE site and complete stage 5 of the declaration process described earlier in this newsletter

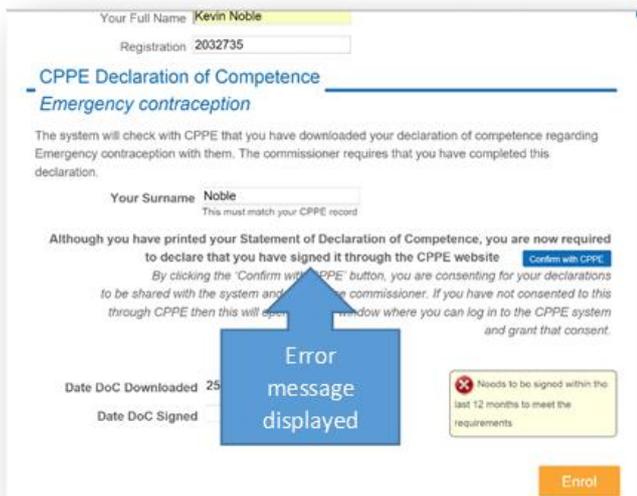


Fig 8 – DoC printed but not yet confirmed as signed on the CPPE Website i.e. stage 5 of declaration not completed