

Guide to completing the CPPE Declaration of Self Competence for the National Advanced Flu Service

Firstly log into your CPPE profile through the usual route.

Using the page down button, scroll down to the lower section of the home page – blue back ground with 2 columns of boxes. Click on the Declaration of Competence box:



This will take you to the Declaration of Competence 'Home' page; now scroll down until the **“Select a service”** panel appears on the right hand side:

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](#)
- [Needle and syringe programme \(NSP\)](#)
- [NHS health check](#)
- [NHS seasonal influenza vaccination **ADVANCED**](#)
- [Stop smoking](#)
- [Supervised consumption of prescribed medicines](#)
- [Weight management](#)

You must Select **NHS Seasonal influenza vaccination ADVANCED**

The following screen should now appear:

NHS seasonal influenza vaccination **ADVANCED**

You declared competence for this service on 4 September 2015

Declaration of competence for

You can select a different service using the dropdown "Select a different service".

- ▼ Step 1: Recommended learning
- ▼ Step 2: Supporting assessments
- ▼ Step 3: Print the Declaration of competence self-assessment framework
- ▼ Step 4: Print your statement of declaration
- ▼ Step 5: Update your CPPE learning record
- ▼ Select a different service

There are now a series of 5 steps you need to complete in order to declare your competence AND have it show on your CPPE record.

Click on the Step 1 banner and the following will appear:

▼ Step 1: Recommended learning			
You will find below a list of the learning linked to the competences for this service. It also shows a record of when you have completed this learning, providing guidance on learning you may wish to revisit or access for the first time.			
Learning		Format	Undertaken
Consultation skills		e-learning	03/01/2015
Consultation skills for pharmacy practice: taking a patient-centred approach		distance learning	06/01/2015
Immunisation in pharmacies - developing your service		distance learning	28/07/2015
Influenza: Understanding the disease		distance learning	01/08/2015
Patient group directions		e-learning	01/11/2014
Safeguarding children and vulnerable adults		e-learning	03/04/2014
Safeguarding children and vulnerable adults		workshop	29/01/2015
Safeguarding children and vulnerable adults		workshop	Access learning

This lists all the recommended CPPE formats for learning, if you've completed them and the dates completed. (note this ONLY lists CPPE courses, workshops etc.)

Click on the Step 2 Banner and the following will appear:

▼ Step 2: Supporting assessments			
Below you will find a list of the assessment(s) associated with the service and a personal record of your assessment completion.			
Assessment		Status	Last attempt
Consultation skills for pharmacy practice	✓	Passed	06/01/2015
Patient group directions (2015)		Available	Access assessment
Safeguarding children and vulnerable adults (2014)	✓	Passed	24/01/2015

This lists any of the associated e-assessments linked to the Courses & Workshops listed in Step 1.

At this stage it's possible you may not have completed any of the CPPE courses, workshops or e-assessments.

If you have completed your Flu training through an accredited provider such as the NPA, Numark, Novartis etc. including immunisation technique, Basic Life Support and dealing with Anaphylaxis you should be confident to declare yourself Competent, particularly if you delivered the service last year.

Now click on Step 3:

▼ Step 3: Print the Declaration of competence self-assessment framework
This self-assessment tool provides a framework to self-assess competence to deliver the <i>NHS seasonal influenza vaccination ADVANCED</i> service.
Download the self assessment framework for NHS seasonal influenza vaccination ADVANCED
In addition to the specific competences linked to the service, it is expected that pharmacy professionals will meet the core competencies within each framework.
Look at this example of a completed DoC for emergency contraception.

Clicking on the [Download the self-assessment framework for NHS Seasonal influenza vaccination ADVANCED will](#) provide the CPPE guide in a PDF format, it's worth reading through the 6 pages of it to understand the competency framework before signing your declaration.

Having read the Guide, now click on the Step 4 banner and the following will appear:

▼ Step 4: Print your statement of declaration

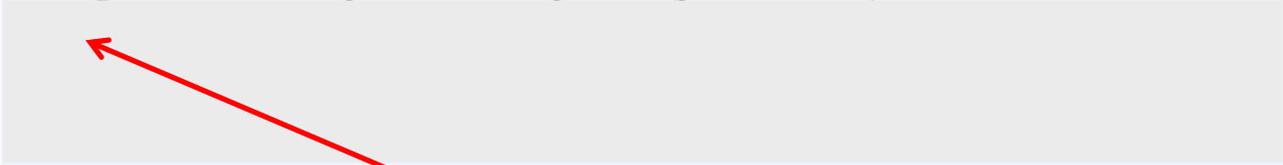
Print your statement of declaration for NHS seasonal influenza vaccination **ADVANCED**.



Clicking on statement of declaration will download your declaration in PDF format.

Before printing off the full A4 page, scroll down to the Section entitled “**Learning and assessment completed from other providers (please add below)**”

Learning and assessment completed from other providers (please add below)



The very latest version will allow you type into the box so that rather hand writing information about other training you type in it so it looks like this:

Learning and assessment completed from other providers (please add below)

Novartis Face: Face training completed 07/08/15, including: Basic Life Support, dealing with Anaphylaxis and IM Immunisation Technique.

This is a very new addition to the CPPE self- declarations and as of 20th September 2015, only the Advanced National Flu service self-declaration has this facility.

Now scroll down to the next section:

Declaration by pharmacy professional: I declare that (please tick, as appropriate):

I meet BOTH the underlying professional core competencies 1 and 2.	<input type="checkbox"/>
I am a pharmacist and have completed the self-assessment framework of service-specific competencies for the Seasonal Influenza Vaccination Advanced Service (Level 1) and answered Yes to ALL of the statements a to o.	<input type="checkbox"/>
I am a pharmacist and I will be providing offsite administration of vaccines in long-stay residential care homes or other long-stay care facilities as defined in the annual flu letter and have answered Yes to BOTH statements p and q (Level 2) in addition to the Level 1 competencies.	<input type="checkbox"/>
I have reviewed national documentation from NHS England for this service and reviewed and/or developed relevant SOP(s) in my practice.	<input type="checkbox"/>
The information above is a true representation of my learning and assessment.	<input type="checkbox"/>
I have the necessary knowledge and skills to provide the Seasonal Influenza Vaccination Advanced Service and can demonstrate these skills.	<input type="checkbox"/>
I am a pharmacist and have signed and attached a copy of the Seasonal Influenza Vaccination PGD for this service.	<input type="checkbox"/>

Signature of pharmacist:

Date: 11/09/2015

Read through the 7 statements and tick those that are applicable to you by click on the light grey/blue box. As you do so a tick will appear in the end column:



Once complete you can now print off the full page.

Having completed this, you just need to sign the declaration – I recommend storing this along with a copy of your Training certificate in your Training or PGD Folder.

Next click on the Step 5 banner:



And the following will appear:

Step 5: Update your CPPE learning record

 You declared competence for this service on 4 September 2015

Use the form below to confirm that you have updated your statement of declaration for *NHS seasonal influenza vaccination ADVANCED* and indicate the date the document was signed.

I confirm that I have signed my Declaration of competence statement for NHS seasonal influenza vaccination ADVANCED.

Date signed:

[Update](#)

Click on the tick box then click on the [Update](#) button. This will then add your Self Declaration to your CPPE record. This last step is important as many Commissioners require access to your CPPE record via the Viewer function and a lot of services via PharmOutcomes also do.

Having complete the Self-Declaration for the National Advanced Flu service, there are two more steps to complete.

Scroll up to the top of the page and click on My CPPE:

[My CPPE](#)

Your Profile page with GpHC number, address email etc. will appear.

Scroll down to the CPPE Viewer panel:

CPPE viewer

With our CPPE viewer facility you can allow other people to view the list of learning programmes and assessments you have accessed. This can show commissioners the learning you have completed for pharmacy services and employers can see the learning you have completed for your CPD.

Tick this box to enable your CPPE viewer.

[Save changes](#)

Tick the box to enable your CPPE viewer then click on [Save Changes](#)

Next scroll down to the PharmOutcomes panel:

PharmOutcomes

If you are completing the Declaration of Competence system in order to deliver a commissioned service which is supported by [PharmOutcomes](#) 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

Tick the box to allow your data to be shared with PharmOutcomes then [Save Changes](#)

You are now all completed with CPPE, your self-declaration of competence, CPPE Viewer and the link to PharmOutcomes.