

SPECIMEN

Declaration of Competence for pharmacy services

Emergency Contraception Service with the use of a patient group direction

This specimen document provides examples of the types of evidence you may choose to include in your self-assessment framework. Professional development is specific to you and your practice. You should only include evidence of your own personal learning and assessment when you complete your own DoC framework.

The Declaration of Competence system

A separate document entitled *A guide to using the Declaration of Competence (DoC) system* is published on the CPPE website. It contains more information about the DoC system, how to use it and how to complete the DoC statement. If you are new to DoC or would like a reminder of this information, visit the [CPPE website](#).

Keeping up to date

To provide the **Emergency Contraception Service** you should complete the following Declaration of Competence framework at least every **3 years**.

Section A – Declaration of Competence framework

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.

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 *(examples of possible learning and assessment)*:

- Visited www.consultationskillsforpharmacy.com and printed off the national practice standards
- Worked through the MRCF self-assessment process and identified the standards which I need to develop further
- Attended a CPPE national practice standards workshop and booked on to the one-day Confidence in consultation skills training
- Completed the CPPE Consultation skills online assessment
- Worked through the CPPE Consultation skills for pharmacy practice: taking a patient-centred approach distance learning
- Completed the CPPE Consultation skills: what good practice looks like e-learning

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
- Watched the Health Education England Spotting the signs of child sexual exploitation video
- Passed the Safeguarding e-assessment

Service-specific competencies: Are you/Do you?

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 DoC 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

<p>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:</p> <ul style="list-style-type: none"> • See response to core competency 1 above • Conducted practice consultations with local sexual health nurse
<p>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:</p> <ul style="list-style-type: none"> • CPPE contraception distance learning programme and assessment (date)
<p>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:</p> <ul style="list-style-type: none"> • Read the Faculty of Sexual Health and Reproductive Healthcare clinical guidance (version)
<p>e. Are you able to counsel and advise using an evidence-based approach? Yes, because I have undertaken the following:</p> <ul style="list-style-type: none"> • 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
<p>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:</p> <ul style="list-style-type: none"> • Identified appropriate routes for signposting clients • Obtained and displayed appropriate resources to share with clients
<p>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:</p> <ul style="list-style-type: none"> • 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 for Pharmacy Professionals and the Standards for Registered Premises and associated guidance
<p>h. Can you satisfy the NICE competency framework for health professionals using PGDs, including understanding the legal implications and professional responsibility of using a PGD? Yes, because I have undertaken the following:</p> <ul style="list-style-type: none"> • I have been using PGDs in practice for the last ten years and have vast experience (for example) • Visited the framework to re-check I can meet the competencies via experience of application of PGDs and previous training
<p>i. Are you able to demonstrate knowledge of the clinical content of the relevant PGD(s)? Yes, because I have undertaken the following:</p> <ul style="list-style-type: none"> • Read, understood and signed the local patient group direction (version X)

Commissioner requirements

Consider the following commissioner requirements and complete this section.

Action	Competency	Date completed	Date review due
Have a working knowledge of the most recent service documents relating to provision of the service, including: <ul style="list-style-type: none"> the PGD the service specification claims procedures etc. 	h, i	December 2015	December 2018
Signed the PGD	h, i	December 2015	December 2018
Review and/or develop relevant standard operating procedures (SOPs) and policies in your practice	g	December 2015	December 2018

EXAMPLE COPY

Section B – Recommended learning and assessment

Table 1.1 contains details of the learning and assessment available to support you in meeting the core professional competencies within the self-assessment framework.

Table 1.2 contains details of CPPE learning programmes and assessments you can use to help develop your skills and knowledge to satisfy the service-specific competencies in the self-assessment framework.

Table 1.3 provides information on other associated learning.

Information relating to learning acquired from other training providers can be entered in Table 1.4.

1.1 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>Consultation skills for pharmacy practice website</u>	1 and b
CPPE <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
<u>Health Education England <i>Spotting the signs of child sexual exploitation</i></u>	2

1.2 CPPE programmes, workshops and assessments you could access if required

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> e-assessment	a, c, d, e, f
CPPE <i>Contraception</i> distance learning	c, d
CPPE <i>Contraception</i> e-assessment	c, d
CPPE <i>Emergency contraception</i> public health workshop	a, b, e, f, i
CPPE <i>Prioritising services, improving outcomes</i> e-learning	g
CPPE <i>Patient group directions</i> e-learning	h, i

1.3 Other associated learning you may wish to access

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

1.4 Learning and assessment completed from other training providers

You can complete training courses and workshops delivered by other trainers, provided that they deliver the equivalent knowledge and learning outcomes to meet the competencies in Section A (as with the CPPE programmes listed). You should list non-CPPE learning and assessments you have completed in the table below.

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

Section C – Tools to support your professional development

The following reference guide includes professional standards and frameworks referred to in *A guide to using the Declaration of Competence (DoC) system*. Working through the reflective process of the DoC system will support you when considering these standards and frameworks to develop your practice and progress in your career.

1. Royal Pharmaceutical Society (RPS) Professional Standards for Public Health Practice for Pharmacy

The Declaration of Competence aligns to the following standards to support you in developing your services:

- Standard 3.0 Assessing the evidence of effectiveness of health and healthcare interventions, programmes and services
- Standard 4.0 Health improvement
- Standard 5.0 Health protection
- Standard 6.0 Health and social service quality (also known as healthcare public health)
- Standard 8.0 Strategic leadership and collaborative working for health
- Standard 9.0 Academic public health

2. Consultation Skills for Pharmacy Practice: Practice Standards for England

3. RPS Foundation Pharmacy Framework

4. RPS Advanced Pharmacy Framework (APF)

5. APTUK Foundation Pharmacy Framework

Reassessment of competence

Pharmacists are responsible for reassessing their competence to provide this service on an ongoing basis by responding to new guidance, standards and any relevant new learning programmes and assessment. In addition, you should complete the DoC system at least once every **3 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 service, pharmacists will need to update themselves as part of their usual CPD.

Specimen Declaration of Competence statement to provide an Emergency Contraception Service

Pharmacy professional:	John Smith
GPhC number:	20202020

CPPE learning and assessment

The above pharmacy professional has accessed the following learning and successfully completed the listed assessment(s) from the Centre for Pharmacy Postgraduate Education (CPPE).

Emergency Contraception service

This section will list personalised information on CPPE learning programmes and assessments and dates accessed and completed.

NB: e-learning and distance learning programmes are verified by successful completion of the associated assessments.

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

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

I meet the underlying professional core competencies outlined in statements 1 and 2.	
I have completed the self-assessment of service-specific competencies framework for the Emergency Contraception Service and answered yes to ALL of the statements a to i.	
I have reviewed the local policies and documentation from commissioners for this service and reviewed and/or developed relevant SOP(s) in my practice.	
The information above is a true representation of my learning and assessment.	
I have the necessary knowledge and skills to deliver the Emergency Contraception Service and can demonstrate these skills.	
I am a pharmacist and have signed and attached a copy of the relevant PGD(s) for this service which cover(s) the supply of the following medicine(s):	

Signature of pharmacist:

Date: