

Declaration of Competence for community pharmacy services

Oral 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

Registered 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 involves 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 provide an **oral 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 providing 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
- Faculty of Sexual and Reproductive Healthcare clinical guidance.

If you are **NOT** able to answer **yes** to all of the self-assessment questions, then you are not yet ready to provide 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 provide 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 provide a commissioned service for oral 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 providing 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 provide 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 then you should undertake some extra learning. This may include referring to other resources, such as Faculty of Sexual and Reproductive Healthcare clinical 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 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 c
<u><i>Consultation skills for pharmacy practice website</i></u>	1
<i>Consultation skills for pharmacy practice</i> e-learning and e-assessment	1 and c
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>Contraception</i> distance-learning (e-learning from mid-December 2015)	a, b, c, f, g, h, i, j
CPPE <i>Contraception</i> assessment	a, b, c, f, g, h, j
CPPE <i>Contraception</i> public health workshop	a, b, c, d, e, f, g, h, i, j, k, l, m
CPPE <i>Sexual health in pharmacies: developing your service</i>	d
CPPE <i>Patient group directions</i> e-learning programme	k, l, m
CPPE <i>Patient group directions</i> e-assessment	k, l, m

4.3 Other associated learning you may wish to access

Training/learning	Service-specific competencies linked to the DoC framework
<u><i>NICE MPG2: Patient group directions</i></u>	k
<u><i>NICE competency framework for health professionals using patient group directions</i></u>	b
<u><i>Faculty of Sexual and Reproductive Healthcare clinical guidance.</i></u> e.g. <u><i>Quick Starting Contraception, Method Specific Guidance</i></u>	a, b, e, f, g, h, i, j

<u>British Association for Sexual Health and HIV (BASHH) National guideline for consultations requiring sexual history taking</u>	a, d, e

4.4 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 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.

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 provide 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:

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

Yes, because I have:

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 different types and methods of hormonal contraception and non-hormonal contraception including long-acting reversible contraception (LARC), their use, advantages, failure rates and complications?

Yes, because I have undertaken the following:

b. Do you understand the choices for contraception based on their pharmacology, mode of action, side-effects and contra-indications and the appropriate clinical guidance supporting those choices (e.g. NICE, Faculty of Sexual and Reproductive Healthcare)?

Yes, because I have undertaken the following:

c. Are you able to discuss sex and contraception openly yet sensitively with clients?

Yes, because I have undertaken the following:

d. Are you able to conduct the clinical assessments required, which include a minimum of BP measurement, body mass index (BMI) calculation, age and smoking status?

Yes, because I have undertaken the following:

e. Are you able to take a detailed medical and sexual history which includes family medical history, current medical conditions and previous medicines history and current medicines and also includes identification of risk of:

- sexually transmitted infections
- HIV, hepatitis B and/or hepatitis C
- reproductive health
- pregnancy.

Yes, because I have undertaken the following:

f. Are you able to establish the most appropriate contraceptive product for an individual client based on suitability of product and the client's needs and preferences, whilst taking into account the risk of user failure?

Yes, because I have undertaken the following:

g. Are you able to provide information and guidance to allow a client to make an informed choice as to the most appropriate form of contraceptive product for them?

Yes, because I have undertaken the following:

- h. Are you able to advise on how to take regular methods of contraception including what to do if missed pills or if problems or side-effects develop? Can you also advise on quick start, emergency contraception and the risk of STIs and how to practice safer sex?

Yes, because I have undertaken the following:

- i. Do you understand how, when and where to refer clients (e.g. if a non-PGD product such as LARC is preferable) and when to ask for support and advice yourself?

Yes, because I have undertaken the following:

- j. Are you able to support and develop the pharmacy team in the provision of a safe and effective service?

Yes, because I have undertaken the following:

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

Yes, because I have undertaken the following:

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

Yes, because I have undertaken the following:

- m. Do you satisfy the NICE competency framework for health professionals using PGDs?

Yes, because I have undertaken the following:

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 agreement (SLA), claims procedures, etc	k, l, m		
Review and/or develop relevant standard operating procedures (SOPs) and policies in your practice	j		