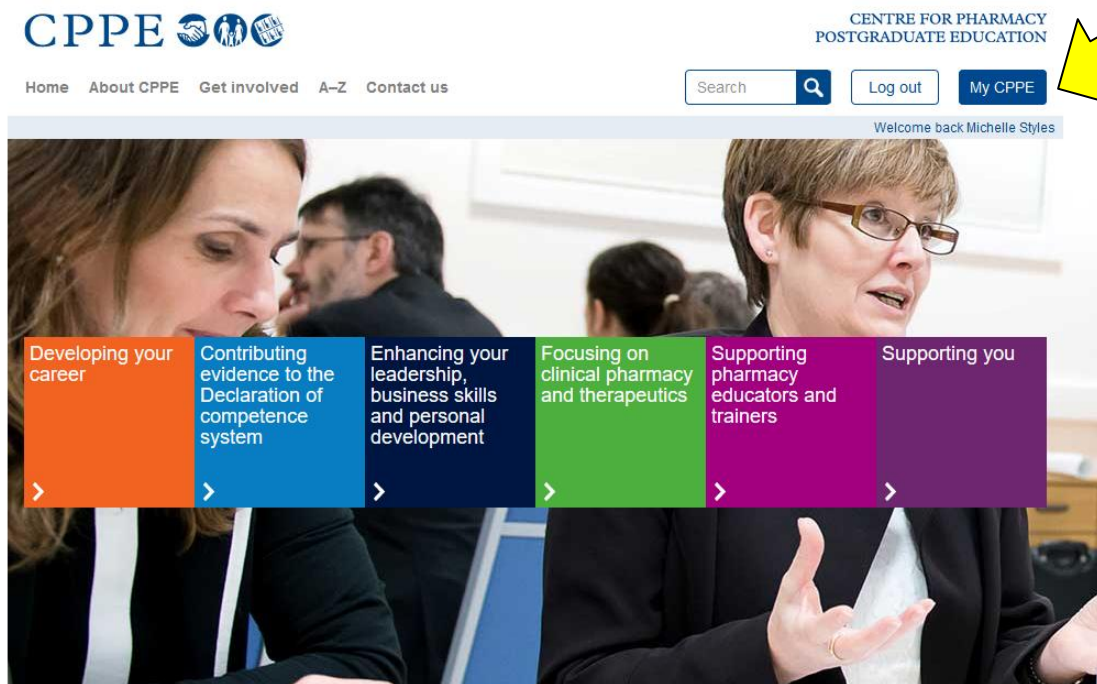


Stepwise guide to Declaration of Competence

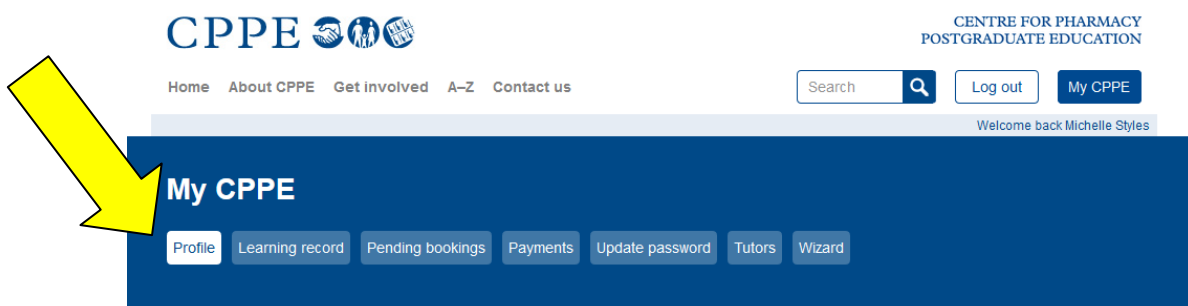
In addition to this guide there is recorded webinar on the Declaration of Competence process <https://www.cppe.ac.uk/programme-listings/e-workshops>

1) - Visit www.cppe.ac.uk and log in

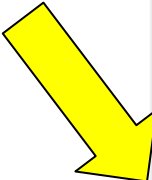
2) - Make sure you have enabled the CPPE viewer and PharmOutcomes features. This enables the commissioners to check your declaration. You can do this by going to the CPPE homepage. Make sure you are logged in, and then click 'MyCPPE'



Then click 'Profile'



Scroll down and then click the boxes to enable your **CPPE viewer** and **PharmOutcomes**. If you forget to do this, you will be prompted the first time you click on a declaration of competence topic (see screenshot in appendix one).




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](#)



PharmOutcomes

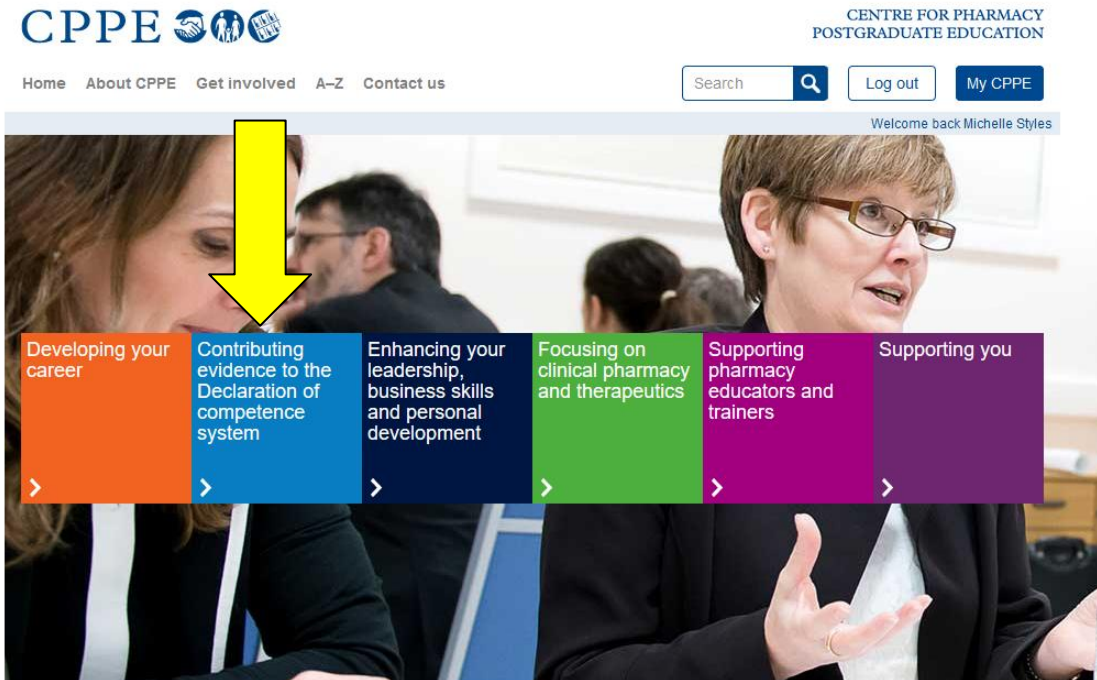
If you are completing the Declaration of Competence system in order to deliver a commissioned service which is supported by [PharmOutcomes](#) you will need to share data relating to your CPPE learning and assessment record.


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

[Save changes](#)

CPPE is working with other IT solution companies to link their software to the CPPE website as well as PharmOutcomes.

3)- Click on the light blue box (Contributing evidence to the Declaration of competence system OR Providing NHS and public health services)



CPPE  CENTRE FOR PHARMACY POSTGRADUATE EDUCATION

Home About CPPE Get involved A-Z Contact us

Search [Log out](#) [My CPPE](#)

Welcome back Michelle Styles

Developing your career >

Contributing evidence to the Declaration of competence system >

Enhancing your leadership, business skills and personal development >

Focusing on clinical pharmacy and therapeutics >

Supporting pharmacy educators and trainers >

Supporting you >

4) - Click on Declaration of Competence (last box on bottom row)

The screenshot shows the CPPE website header. The logo 'CPPE' is on the left, followed by navigation links: Home, About CPPE, Get involved, A-Z, and Contact us. On the right, there is a search bar, a 'Log out' button, and a 'My CPPE' button. Below the header is a banner image of a pharmacist in a purple shirt using a blood pressure monitor. Below the image is a blue navigation bar with the title 'Providing NHS and public health pharmacy services' and a row of buttons: MUR, NMS, Safeguarding, Consultation skills, Repeat dispensing, Essential services, NHS priorities, and Being service-ready. A second row of buttons includes Commissioners, Commissioning CPPE, and Declaration of competence. A yellow arrow points to the 'Declaration of competence' button.

5) - Select **NHS Seasonal influenza vaccination ADVANCED** from right hand side.

This screenshot shows the same navigation bar as above, but the 'Declaration of competence' button is highlighted with a white border, indicating it has been selected.

Declaration of competence

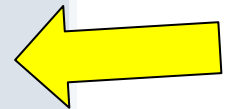
Public health service delivery is now well established in pharmacy. Delivering services such as emergency contraception or stop smoking support are part of everyday practice. We have a wide range of learning programmes and assessments for each of the services, which will help you assure and maintain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

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](#)



6)- This will open up a web page which lists five steps:

NHS seasonal influenza vaccination ADVANCED

Declaration of competence for Michelle Styles (2035713)

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

7) - Click on **Step 1: Recommended learning** – this shows the recommended learning provided by CPPE which will help you provide evidence that you are competent to provide this service. It will also indicate which learning you have completed and when. You will see from the screenshot below that this learner has completed the e-learning and distance learning on consultation skills but has not attended a workshop. This learning is not compulsory but is recommended– it is listed here to help you reflect on what you have done and what you might wish to revisit once you have completed the competency framework in step 3. This stage helps you identify gaps in your learning which you need to address.

▼ 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	24/01/2013
Consultation skills for pharmacy practice: taking a patient-centred approach	✓	distance learning	11/07/2014
Immunisation in pharmacies - developing your service	✓	distance learning	15/07/2011
Influenza: Understanding the disease		distance learning	Access learning
Patient group directions		e-learning	Access learning
Safeguarding children and vulnerable adults	✓	e-learning	20/05/2013
Safeguarding children and vulnerable adults		workshop	Access learning

8) - Click on **Step 2: Supporting assessments**– this will show the CPPE assessments that are available to support the service. Passing these assessments will provide you with evidence that you meet the competences to provide the service. As DoC places the responsibility for competence to provide a service on the pharmacy professional, it is not compulsory to pass all these assessments but you will need to be able to provide other evidence that shows you can meet the competencies (for example, any locally run workshops on safeguarding). Also, if you think you are competent then the assessment is good evidence to support this. In other words, if you are competent then why wouldn't you do the assessment to show this?

▼ 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	09/10/2014
Immunisation in pharmacies - developing your service (Part 1) (2015)	✓ Passed	17/09/2015
Patient group directions	✓ Passed	03/09/2008
Safeguarding children and vulnerable adults (2015)	Available	Access assessment

9)- Click on **Step 3: Print the Declaration of competence self-assessment framework** and then click on 'Download the self-assessment framework for NHS Seasonal influenza vaccination ADVANCED service'. You can save this document to your PC or laptop and complete the framework.

NHS seasonal influenza vaccination ADVANCED

Declaration of competence for Michelle Styles (2035713)

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

This self-assessment tool provides a framework to self-assess competence to deliver the *NHS seasonal influenza vaccination ADVANCED* 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.](#)

10) - Read the DoC. Part A will provide you with ideas for how you can use CPPE learning programmes as evidence of your learning and competence to meet both the core and service specific competencies. Of course you may also have attended local training events or undertaken other learning. Part B is the actual Declaration of Competence framework and is the part of the document that you must work through.

11)– Completing part B - In order to declare yourself competent to provide any NHS service you must provide evidence that you meet the core competencies of consultation skills and safeguarding. You must show that you are aware of and are working towards Health Education England’s *Consultation skills for pharmacy practice: Practice Standards for England*. You must also show that you are aware of your responsibilities on safeguarding. The screenshot below shows examples of how you can provide evidence that you meet the core competencies. You will need to complete the blue boxes yourself.

Part B - Declaration of Competence framework

Core competencies
<p>1. Do you meet or are you actively working towards the <i>Consultation skills for pharmacy practice: practice standards for England</i>, as determined by Health Education England? Yes, because I have:</p> <div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #ccc;">Passed the CPPE e-assessment on consultation skills</div>
<p>2. Do you meet the competencies expected of all healthcare professionals with regard to safeguarding children and vulnerable adults? Yes, because I have:</p> <div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #ccc;">Attended the local safeguarding training and passed the CPPE e-assessment.</div>


12) - You will also need to provide evidence that you meet the service specific competencies for the service. For example, the first competence requires that you are able to communicate to a patient the benefits of vaccination versus the risks of disease.

<p>Service-specific competencies</p> <p>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.</p>
<p>Please ensure you have successfully completed the required practical training course before self-declaring your competency to provide the Seasonal Influenza Vaccination Advanced Service. (This must cover the requirements set out in the National Minimum Standards for Immunisation Training and the Core Curriculum for Immunisation Training, as well as basic life support and administration of adrenaline for anaphylaxis.)</p>
<p>LEVEL 1 This level covers administration of flu vaccines by a pharmacist in a community pharmacy setting as part of the Seasonal Influenza Vaccination Advanced Service.</p>
<p>a) Can you communicate the benefits of vaccination versus risks of disease? Yes, because I have undertaken the following:</p>
<p>b) Are you able to provide assurance to the patient and correctly position them prior to vaccination? Yes, because I have undertaken the following:</p>


If you are struggling with how to complete this section, then check back in Part A, section 4.2. This will give you ideas for how you can use CPPE learning programmes to meet the competencies. For this competence it suggests the CPPE open learning programmes, *Immunisation in pharmacies* and *Influenza module 1: understanding the disease*. It also suggests that you can meet the competence by reading the relevant section of Public Health England’s ‘*Green Book*’. Please note that this is suggested learning – you may feel that you can meet these competences through other learning.

13) - Save this self-assessment document on your computer and when you have completed it save it in your own personal CPD file. This document belongs to you and will support you with your CPD for the service and help you when you complete the DoC next time.

14) - Go back to the CPPE website and click on **Step 4: Print your statement of declaration**. You will need to fill in the box titled 'Learning and assessment completed from other providers' by adding in details of any practical vaccination training, basic life support or assessment that you have undertaken. Then tick all the boxes under the heading '**Declaration by pharmacy professional**'. You can do both these on line as it is an interactive PDF document. Again you will need to save this to your PC or laptop then you need to print off and sign this declaration statement. Make sure you keep your statement in the pharmacy as your employer/GPhC may wish to see this.



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Declaration of Competence statement to provide the Seasonal Influenza Vaccination Advanced Service

Pharmacy professional:	Michelle Winifred Bernadette Styles
GPhC number:	2035713

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).

Seasonal Influenza Vaccination Advanced Service		
Consultation skills	e-learning	24/01/2013
Consultation skills for pharmacy practice	e-assessment	09/10/2014
Consultation skills for pharmacy practice: taking a patient-centred approach	distance learning	11/07/2014
Immunisation in pharmacies - developing your service	distance learning	15/07/2011
Immunisation in pharmacies - developing your service (Part 1) (2015)	e-assessment	17/09/2015
Patient group directions	e-assessment	03/09/2008
Safeguarding children and vulnerable adults	e-learning	20/05/2013

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)

ECG Training Ltd theory of vaccination online module and assessment
 ECG Training Ltd safe administration of vaccines training
 ECG Training Ltd basic life support and anaphylaxis training
 Local safeguarding workshop Sept 2014

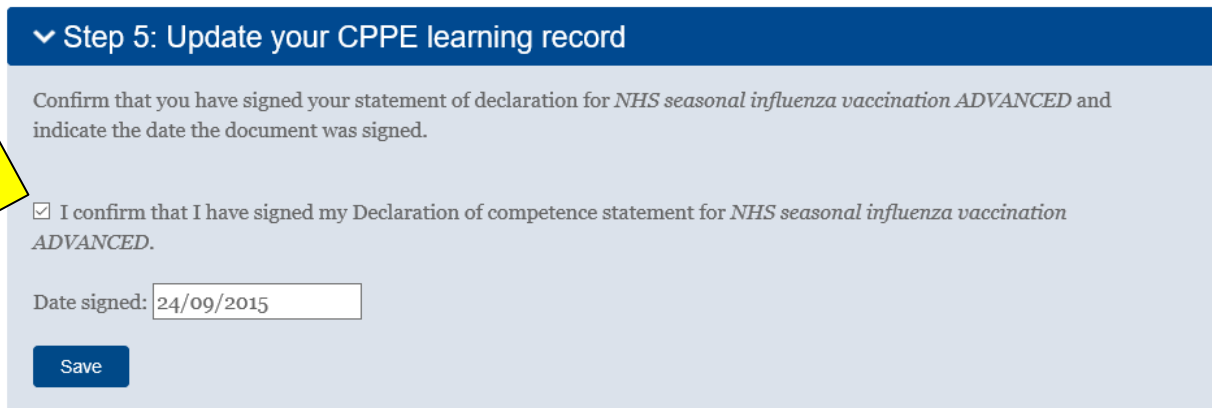
Declaration by pharmacy professional: I declare that (please tick, as appropriate):

I meet BOTH the underlying professional core competencies 1 and 2.	<input checked="" 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 checked="" 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 fitu letter and have answered Yes to BOTH statements p and q (Level 2) in addition to the Level 1 competencies.	<input checked="" 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 checked="" type="checkbox"/>
The information above is a true representation of my learning and assessment.	<input checked="" type="checkbox"/>
I have the necessary knowledge and skills to provide the Seasonal Influenza Vaccination Advanced Service and can demonstrate these skills.	<input checked="" type="checkbox"/>
I am a pharmacist and have signed and attached a copy of the Seasonal Influenza Vaccination PGD for this service.	<input checked="" type="checkbox"/>

Signature of pharmacist:

Date: 24/09/2015

15) - Click on **Step 5: Update your CPPE learning record** and tick the box to confirm that you have signed the Declaration of competence (the document you printed off and signed) and add your date of declaration. Then press save. This is a vital step as it links to your 'my cppe' records and validates your declaration. When you enter you 'my cppe' records you will be able to see clearly when you are due to update your declaration.



▼ Step 5: Update your CPPE learning record

Confirm that you have signed 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:

Appendix One

Screenshot of reminder to tick CPPE viewer and PharmOutcomes.

NHS seasonal influenza vaccination ADVANCED

Declaration of competence for Sally Greensmith (2023690)

CPPE viewer

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Tick this box to enable your CPPE viewer.

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.

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