COLLABORATIVE PRACTICE AGREEMENT GUIDANCE FOR NURSES AND MIDWIVES WITH PRESCRIPTIVE AUTHORITY

1. Overview of the purpose and extent of a written Collaborative Practice Agreement (CPA)

This document provides standards and guidelines for developing a CPA for the implementation of nurse/midwife prescribing and provides nurses and midwives, medical practitioners and Health Service Providers with a framework for the development and authorisation of a CPA. It also details the registration, termination and recommencement processes for a CPA required by the Nursing and Midwifery Board of Ireland (NMBI).

The Practice Standards and Guidelines for Nurses and Midwives with Prescriptive Authority (An Bord Altranais, 2010) were devised by NMBI to provide regulatory guidance for the professional practice of nurses and midwives engaged in prescribing medicines. Registered Nurse Prescribers (RNPs) and Health Service Providers should refer to the Practice Standards and Guidelines in the development of clinical governance structures at local and national level to support the implementation of nurse/midwife medicinal product prescribing.

A RNP must have a written valid CPA with a Collaborating Medical Practitioner/s that is approved by the Director of Nursing/Midwifery/Public Health Nursing/Service Manager on behalf of the Health Service Provider in order for the nurse/midwife to prescribe medicines within their scope of practice at their place of employment.

The CPA is drawn up with the agreement of the candidate/RNP, the Collaborating Medical Practitioner/s and the Director of Nursing/Midwifery/Public Health Nursing/Service Manager on behalf of the Health Service Provider outlining the parameters of the RNP’s prescribing authority (i.e. their scope of practice). The principles of professional accountability, responsibility, competence and clinical governance underpin the CPA. The RNP is responsible for maintaining continued competence for their prescriptive authority.

The underlining principles of the CPA include:

- The CPA is the standard that the NMBI developed to ensure that the requirements as outlined in the medicines legislation are upheld and that clear lines of communication have been identified within the practice setting.

- The CPA serves as a tool to ensure that communication structures have been established between the RNP and the Collaborating Medical Practitioner/s regarding the care of their patients/service users and approved by the Director of Nursing/Midwifery/Public Health Nursing/Service Manager on behalf of the Health Service Provider.

- The CPA defines the parameters of the RNP’s scope of practice. While recognising the responsibility of the Collaborating Medical Practitioner/s to the patient/service user the individual RNP is professionally accountable for their prescribing decisions and practice.
This encompasses the consultation and referral arrangements when a patient’s/service user’s care extends beyond the RNP’s scope of practice.

- The CPA requires an outline of the audit and evaluation process the RNP will undertake.

- The information provided in this document takes cognisance of the Practice Standards and Guidelines For Nurses and Midwives with Prescriptive Authority (An Bord Altranais, 2010) and the regulatory requirements of the medicines regulations of the Medicinal Products (Prescription and Control of Supply) (Amendment) Regulations 2007 (Statutory Instrument, (S.I.) No. 201 of 2007) and the Misuse of Drugs (Amendment) Regulations, 2007 (S.I. No. 200 of 2007). The medicines legislation provides the legal authority to nurses and midwives to prescribe. This authority is based upon the following conditions being satisfied:

1. The nurse/midwife is employed by a Health Service Provider in a hospital, nursing home, clinic or other health service setting (including any case where the health service is provided in a private home);
2. The medicinal product is one that would be given in the usual course of the service provided in the health service setting in which the nurse/midwife is employed;
3. The prescription is issued in the usual course of the provision of that health service;
4. The Nursing and Midwifery Board of Ireland (NMBI) Personal Identification Number (PIN) of the registered nurse/midwife must also be stated on the prescription.

In addition, the 2007 Regulations allow a Health Service Provider to determine further conditions for the prescriptive authority of the RNP.

The scope and context of practice for the RNP should be determined with reference to the Scope of Nursing and Midwifery Practice Framework (NMBI, 2015) and the competencies for prescriptive authority and practice standards that a RNP should possess and adhere to as part of their professional responsibilities. The Guidance to Nurses and Midwives on Medication Management (An Bord Altranais, 2007) along with the relevant medicines legislation, national and Health Service Provider medicines policies must also inform the prescribing and medicines management practices of the RNP.

The written CPA must be developed prior to the Health Service Provider authorising the RNP to prescribe. Candidate nurse/midwife prescribers are advised to commence drafting the CPA while undertaking the education programme for prescriptive authority.
2. Criteria for Completing Collaborative Practice Agreement Form

The candidate/RNP downloads and is responsible for completing the CPA form in collaboration with the Collaborating Medical Practitioner. This form is available at www.nmbi.ie.

The following section provides a guide for completing the CPA Form.

**Section A:** Details the

- Description of the specific clinical area and the practice setting of the RNP. This should include the patient population and health conditions for which the RNP has responsibility. This information outlines the scope of practice of the individual RNP;

- Listing of specific medicines (generic names) and treatment indications the RNP is authorised to prescribe. Off-label prescribing of authorised medicines outside the terms of its product authorisation should also be detailed within this section\(^1\);

- The list of medicines must be agreed with the Collaborating Medical Practitioner/s reviewed by the Drugs and Therapeutics Committee and approved by the Director of Nursing/Midwifery/Public Health Nursing/Service Manager;

- Amendments to the list of medicines must be agreed with the Collaborating Medical Practitioner/s reviewed by the Drugs and Therapeutics Committee and approved by the Director of Nursing/Midwifery/Public Health Nursing/Service Manager;

- Conditions that the Health Service Provider has placed on the RNP’s prescriptive authority (as provided for in the 2007 Regulations);

- RNP’s audit process of their prescriptive practice;

- Date for the CPA review based on local Health Service Provider policy.

**Section B:** Details the

- Collaborating Medical Practitioner/s information.

**Section C:** Details the

- Candidate/RNP declaration.

**Section D:** Provides the

- Information and signature of the Director of Nursing/Midwifery/Public Health Nursing/Service Manager or the authorised representative of the Health Service Provider.

\(^1\) The NMBI supports the use of the HSE RNP guidance document for off-label prescribing by RNPs or similar tool which provides a detailed template for RNPs and Health Service Providers for the governance structures required. The HSE document can be accessed at: http://www.hse.ie/eng/about/Who/ONMSD/Practicedevelopment/NursePrescribing/Authorised-Medicinal-Products.pdf
3. Notification of the Collaborative Practice Agreement to the Nursing and Midwifery Board of Ireland

Initial Registration in the Registered Nurse Prescriber Division of the Nursing and Midwifery Board of Ireland (NMBI)

The CPA must be completed in full, signed and dated by the applicant following successful completion of the education programme for prescriptive authority. The Collaborating Medical Practitioner/s and the Director of Nursing/Midwifery/Public Health Nursing or Service Manager authorised to approve the CPA on behalf of the Health Service Provider must also sign and date the form. The form should be retained by the Health Service Provider and a duplicate should be kept by the applicant. The applicant must complete and submit the Nurse Prescriber Registration Form with the appropriate fee to the NMBI Registration Department. The registration form requires the applicant to confirm that there is a valid CPA in place.

The CPA status of a RNP will be entered as "Valid" when the application for registration in the Nurse Prescriber Division of the Register of NMBI is complete. This will be noted with the registrant’s information in the Check the Register section which is available for public viewing on the NMBI website www.nmbi.ie.

The NMBI notifies in writing the applicant and their Director of Nursing/Midwifery/Public Health Nursing or Service Manager of the entry on the Nurse Prescribers Division. The Director of Nursing/Midwifery/Public Health Nursing or Service Manager authorised to approve the CPA then issues written notification to the RNP for the commencement date of their prescriptive authority within the Health Service Provider.

As part of the Annual Retention Notification issued by NMBI, from 2017 RNPs must attest to having a valid CPA in place.

The NMBI has the authority to review and examine a CPA at any time. The RNP and the Health Service Provider will be notified in writing of this. The RNP will be in breach of NMBI regulatory framework for prescriptive authority if they prescribe medicines without having a valid CPA. This could give rise to a complaint being made to the Preliminary Proceedings Committee (PPC) of the NMBI.
4. Termination and/or Recommencement of the CPA

Termination

All CPAs are considered null and void on the termination/movement of employment for which the CPA is originally intended.

The CPA will terminate automatically if the RNP or Collaborating Medical Practitioner/s no longer has an active unrestricted registration. The RNP must notify the NMBI in writing within five working days of any termination of a CPA. The Termination of Collaborative Practice Agreement Form must be completed and sent to the NMBI by the RNP. The RNP is obliged to notify the Health Service Provider of this termination notification.

The registration information details of the RNP held by the NMBI will be revised stating that the CPA status is “Invalid”. The RNP and Director of Nursing/Midwifery/Public Health Nursing or Service Manager will be informed by the NMBI in writing of this status change.

Recommencement

A Registered Nurse Prescriber wishing to recommence prescribing after terminating his/her CPA must complete a new CPA with his/her Collaborating Medical Practitioner/s and notify the NMBI Registration Department of the recommencement of his/her prescribing practice by completing the Recommencement of Collaborative Practice Agreement Form.

The Nurse Prescriber Registration Form, Collaborative Practice Agreement Form, Notification Form for Termination of Collaborative Practice Agreement and Recommencement of Collaborative Practice Agreement are available for downloading at www.nmbi.ie