

IMPORTANT:

Please read the accompanying notes on page 5 and ensure you complete all sections in full. Please complete your application in black ink and in **CLEAR BLOCK LETTERS**. Your form must be submitted together with photocopies of all certificates and supplementary evidence of study. **Incomplete application forms will cause a delay in the application process and may result in a lost place.**

Completed forms should be sent to: Post Registration Courses Admissions Office, Faculty of Health and Social Sciences Bournemouth University, Room R109 Royal London House, Christchurch Road, Bournemouth BH1 3LT

1 COURSE DETAILS

Which course are you applying for:

- Independent & Supplementary Prescribing for Nurses & Midwives.....
- Supplementary & Independent Prescribing for Physiotherapists/Podiatrists/Chiropodists
- Supplementary Prescribing for Allied Health Professionals

Intake applying for:

Level of study: (for Independent & Supplementary Prescribing for Nurses & Midwives only) **Level H** **Level M**

Have you studied at Bournemouth University before? Yes No

If YES, please give your student reference number

2 PERSONAL DETAILS

The personal information you supply will not adversely affect your application for a place - see reference to our Equal Opportunities policy in the Personal Declaration section of this form

Surname/Family Name BLOCK CAPITALS) **Title** Miss / Mrs /Ms / Mr

First Names (in full) **Preferred Name**

Previous Name(s) (if changed)

Male/Female **Date of Birth (dd/mm/yy)**

NMC / HCPC or Professional PIN (if applicable) **Expiry Date:**

Home Address

Post Code **Email**

Telephone (inc international/STD code) **Mobile Number**

Nationality (e.g. British, Spanish, Chinese etc). If you have dual nationality, please state both

What is your home country?

Where have you been living for the last 3 years?

Ethnic Origin please enter the appropriate code from the list on page 6

Additional Needs please enter the appropriate code from the list on page 6 (this will not adversely affect your application for a place)

3 EMPLOYMENT DETAILS		
Current Role		Date started in current role:
Trust / Organisation		
Ward / Department / Unit		
Hospital		
Address		
Post Code		Telephone (inc international / STD Code)
Email		
4 EMPLOYMENT HISTORY		Please provide details of your employment history over the last five years.
Dates (From / To)	Workplace & Specialism	Brief description of job role
5 DISCLOURE BARRING SERVICE (DBS) CHECK		
You are required to have an Enhanced Criminal Records Bureau check within the last 3 years at the start of the course		
Date of DBS (CRB) Check		

6 SUPPORTING MANAGER – to be completed by your Manager (if applicable)

I support this application and confirm that the necessary study time has been agreed and that practice-based opportunities and clinical assessment will be available

Signed	Name in Block Letters
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Telephone number & extension (inc international / STD code)

Email	Date
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7 FEES – who is paying your tuition fees for the course?

(A) Health Education England
LBR LEAD TO COMPLETE - Authorisation of allocation of a contracted place

Authorised Signature **Date:**

Name in Block Letters:

(B) Self-Funded

If you are paying all or some of your tuition fee, you will be sent a Payment Agreement for Tuition Fees. This form must be returned on or before the first day of the course with your payment.

If known, please indicate the percentage of fee you will be paying (e.g. 100%)

I agree to pay for the tuition fees for the above stated course

Signature: **Date:**

Name in Block Letters:

(C) Sponsored

If you are being sponsored by your employer or other organisation, you will be sent a Payment Agreement for Tuition Fees. This form must be returned by the student on or before the first day of the course with the sponsorship section fully completed.

Note: It is the student's responsibility to ensure that this form is returned to the University. Failure to do so will result in the student being required to pay the fees.

If known, please indicate the percentage of fee you will be paying (e.g. 100%)

Employer's Signature: **Date:**

Name in Block Letters:

8 ACADEMIC & PROFESSIONAL QUALIFICATIONS ALREADY ACHIEVED

Copies of your professional certificates, qualifications, degree / diploma certificates and evidence of credits and level for any modules completed **must** be submitted with your application form

University / Awarding Institution / Examining Body	Higher Education Qualification/ Module Title (title, subjects, class or grade)	Credit Points Awarded & Level	Date Awarded

Examinations or assessments to be taken or results pending (if none, write 'none')

University / Awarding Institution / Examining Body	Higher Education Qualification / Module Title (title, subjects, class or grade)	Credit Points & Level	Date Result Expected

Other studies/work based learning/training/work or other relevant experience/skills

You are strongly advised to submit supplementary information in support of your application, providing further details of any qualifications, skills or experience you consider are relevant. Please continue on a separate sheet if necessary

Date	Details

9 PERSONAL STATEMENT

Please indicate your reasons for choosing the programme applied for, career aspirations and any other information that you wish us to know about when considering your application. Give a brief description of your current role and current clinical area. Please continue on a separate sheet if necessary

10 PERSONAL DECLARATION

The aim of the admissions process is to select students who have the ability and motivation to benefit from the programmes they intend to follow and who will make a contribution to the life of the University

The process takes place within the context of the University's Equal Opportunities policy which expresses the University's commitment to a comprehensive policy of equal opportunities for students in which individuals are selected and treated on the basis of their relevant merits and abilities and are given equal opportunities within the University. The aim of the policy is to ensure that no prospective student or enrolled student should receive less favourable treatment on any grounds which are not relevant to academic ability or attainment.

It is, however, important that these aims are achieved without prejudice to the safety and well being of other members of the University community.

You are asked to state whether or not you have any relevant criminal convictions. Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them

You must enter **x** in the box if either of the following statements applies to you

- I have a relevant criminal conviction that is not spent**
- I am serving a prison sentence for a relevant criminal conviction**

If you enter **x** in the box you will not be automatically excluded from the application process. However, we will want to consider your application further and may require further information before making a decision.

I confirm that whether submitting this application form electronically or on paper, the information given in my application form is true, complete and accurate, and that no information requested or other material information has been omitted. I undertake to be bound by all the rules and by-laws in force under the Articles of Government of the University. I accept that, if I do not comply with these requirements, the University may cancel my application and any subsequent offer and I shall have no claim against the University in relation thereto.

Data Protection Act 1984, 1998 I agree to Bournemouth University processing personal data contained in this form, or other data which the institution may obtain from me or other people, whilst I am an applicant. I agree that information received by the institution will be stored in hard copy and in a central computer database, and that it will be used for internal University administrative and management purposes and for those purposes registered with the Data Protection Registrar.

The University may, at any time, as you, your referee or employer to provide more information about your application (for example, proof of identity, status, qualifications or employment history). If we do not receive the information by a set date, or the information is not satisfactory, we can cancel your application.

For those students who are applying through an official contracted representative of BU, information relating to your application and subsequent enrolment at BU may be shared with the relevant representative.

I understand that details of my progress and attendance may be released to my sponsor/employer.

Applicant's Name

Applicant's Signature

Date:

This page is for information only and does not need to be returned with your application

PERSONAL DETAILS - CODES		
Ethnicity Code		
11 White British	29 Black Other	42 Mixed White & Black African
12 White Irish	31 Indian	43 Mixed White & Asian
19 White Other	32 Pakistani	49 Other Mixed Background
21 Black Caribbean	33 Bangladeshi	80 Other
22 Black African	34 Chinese	98 Information refused
	41 Mixed White & Black Caribbean	
Additional Needs Code		
00 No known disability	31 Deaf (BSL user)	60 Mental health difficulties
10 Dyslexia	32 Deaf (non BSL user)	71 Diabetes
11 Dyspraxia	33 Hearing Impaired	72 Epilepsy
12 Dyscalculia	34 Lipreader	73 Asthma
13 ADD/HD	41 Wheelchair user	80 Multiple disabilities
14 Asperger's Syndrome	42 Mobility difficulties	91 Chronic Fatigue Syndrome (ME)
21 Blind	50 Personal care support needed	90 Disability not listed above
22 Partially Sighted		

TIPS ON COMPLETING THIS FORM	
1	It is important that you complete all sections of the application form in full. Incomplete application forms will cause a delay in the application process and may result in a lost place.
2	Level of study: A number of modules are available at different academic levels of study: Level I (diploma level), Level H (degree level), or Level M (masters level). Where this is the case, it is important you indicate the level you wish to study at. You will be enrolled on the unit at the level you request, and it is not normally possible to change level once you have enrolled.
3	Qualifications: Ensure you have listed all your academic and professional qualifications including your professional registration. Don't forget to include photocopies of your certificates, academic transcripts of results or credit awarded for courses/modules completed. Your application is assessed based on the information you provide
4	Sections of the form to be signed. There are three sections which need to be signed. Please note these all need to be completed in order for your application to be processed. <ul style="list-style-type: none"> • Section 6 – Supporting Manager – your Manager (if applicable) will need to sign this section before the form is passed for authorised funding approval. • Section 7 – Fees – One section needs to be completed as follows: <ul style="list-style-type: none"> ○ A - if the unit or course is funded as part of the LBR contract or other specialist contract. This must be signed by an authorised signatory for your organisation. ○ B – if the student is self-funding the course or unit of study ○ C – if the employer is sponsoring • Section 10 – Personal Declaration – you, the applicant, must sign this section
5	Confirmation of your place: The earlier you submit your application form the better. Your place on the course/module is not firm until you have received confirmation from the University. If we receive your application less than 6 weeks prior to the start date there may not be time to process it and you may be unable to access certain facilities on your first day. Once your application has been approved, you will receive an offer letter and further details. All correspondence is sent to your home address.
6	Submitting application forms – unless you are paying for your module/course yourself, your application form must be submitted via your Trust/organisation Education/Learning & Development Lead.
7	Contact details for the Faculty of Health & Social Sciences Post-registration Admissions Team: Address: Post Registration Courses Admissions Office, Faculty of Health and Social Science, Bournemouth University, Room R109, Royal London House, Christchurch Road, Bournemouth BH1 3LT Telephone: 01202 962036 Fax: 01202 962041 Email: hscpostregadmissions@bournemouth.ac.uk

LBR TRUST AUTHORISED SIGNATORIES			
Trust	Authorised Signatories	Telephone	Email
Avon, Wilts Mental Health Partnership	Sarah Parks Alice Corbel	07747766948	Sarah.parks@awmhp.nhs.uk Alice.corbel@awmhp.nhs.uk
Dorset County Hospital NHS Foundation Trust	Nicola Tutton Tina Jackson	01305 255201 01305 255178	Nicola.tutton@dchft.nhs.uk Tina.jackson@dchft.nhs.uk
Dorset Healthcare NHS Foundation Trust	Jo Phillips Kerry Curran Lorraine Climo	01202 277000 01202 277171 01202 277169	Jo.phillips@dhuft.nhs.uk Kerry.curran@dhuft.nhs.uk Lorraine.climo@dhuft.nhs.uk
Great Western Hospitals NHS Foundation Trust (Community)	Shelley Knight	01793 604437	Shelley.knight@gwh.nhs.uk
Hampshire Hospitals NHS Foundation Trust	Carla Hale Donna May Clara Haken	01962 824123 01962 824123 07881840039	Carla.hale@hhft.nhs.uk Donna.may@hhft.nhs.uk Clara.haken@hhft.nhs.uk
Isle of Wight NHS Trust	Jenny Honeyman Natalie Dawkins	01983 822099 Extn 5358	Jenny.honeyman@iow.nhs.uk Natalie.dawkins@iow.nhs.uk
Poole Hospital NHS Foundation Trust	Sue Collins	01202 442100	Sue.collins@poole.nhs.uk
Portsmouth Hospitals NHS Foundation Trust	Louise Hatch Sharon Hackett	023 922 8600 Extn 1202 023 922 8600 Extn 4540	Louise.hatch@ports.nhs.uk Sharon.hackett@ports.nhs.uk
Royal Bournemouth & Christchurch Hospitals NHS Foundation Trust	Lesley Morritt	01202 303626 Extn 5893	Lesley.morritt@rbch.nhs.uk
Salisbury NHS Foundation Trust	Juliet Borwell	01722 336262 Extn 2611	Juliet.borwell@salisbury.nhs.uk
Solent NHS Trust	Kathryn Smith	023 8060 8882	Kathryn.smith@solent.nhs.uk
Somerset Partnership NHS Foundation Trust	Jess Henry Sue Rapsey	01278 432134 01278 437143	Jess.henry@sompar.nhs.uk Sue.rapsey@sompar.nhs.uk
Southern Health NHS Foundation Trust	Lorraine Grace Kath Kerr	023 8047 5169 023 8047 5157	Lorraine.grace@southernhealth.nhs.uk Kath.kerr@southernhealth.nhs.uk
Taunton & Somerset NHS Foundation Trust	Wendy Powell Rachael Delafeild	01823 344566 01823 343538	Wendy.powell@tst.nhs.uk Rachael.delafeild@tst.nhs.uk
University Hospital Southampton NHS Foundation Trust	Alison Trennery Alison Day	023 8120 4917 023 8120 3899	Alison.trennery@uhs.nhs.uk Alison.day@uhs.nhs.uk
Yeovil District Hospital NHS Foundation Trust	Jackie Ellis Ed Moore	01935 383430 01935 384585	Jackie.ellis@ydh.nhs.uk Edward.moore@ydh.nhs.uk