Summary Care Record (SCR) in community pharmacies.

The Next Steps……….

Those community pharmacies that wish to have access to the Summary Care Record (SCR) will need to complete the following activities.

1. Each GPhC registrant who will access SCR (the 'User') ensures they have a working smartcard. (Note: This is the same smartcard that is used for EPS; users do not need an additional smartcard) Check the smartcard is not locked and the PIN is known by putting the smartcard in a reader and following the instructions. You should also check the validity of certificates

2. Each community pharmacy ('site') attends a face-to-face SCR briefing session. Only one senior person from each organisation attends

3. Each 'user' completes the CPPE e-learning SCR module and assessment to obtain a certificate: www.cppe.ac.uk/programmes/l/Summary-E-01

4. The pharmacy organisation allocates at least two people to perform the Privacy Officer role. https://digital.nhs.uk/summary-care-records/community-pharmacy/privacy-officers

5. The pharmacy organisation implements a new Standard Operating Procedure (SOP) covering SCR use. Additionally all SOP's that will be impacted by the introduction of SCR are reviewed and updated to reflect its activation e.g. SOP for MUR. (https://digital.nhs.uk/summary-care-record/community-pharmacy/implementation)

6. Each site must complete the online Acceptable User Agreement (https://nhs-digital.citizenspace.com/comms-iau/scr-user-agreement/)

7. Users make available their CPPE e-learning certificate to NHS Digital SCR Project Team. Email to scrpharmacy@nhs.net including, Smartcard Number (12 digit number on front of smartcard). Each user's smartcard UUID number is also required by the NHS Digital SCR project team together with the role/s required i.e. SCR Pharmacist, SCR Technician, Privacy Officer and the ODS (Fcode) for each site where access is required

8. NHS Digital's SCR Project Team contacts local RA to request addition of SCR roles to user's smartcard. This is managed remotely and may take 5-7 days (this will vary locally). There is no requirement for those with smartcards to attend the RA office

9. The Pharmacy organisation checks technical requirements are in place (these are the same as those needed for EPS and for viewing the EPS 'tracker'). Each terminal which will be used to view SCR needs to allow access via smartcard to the NHS Spine web portal, known as the Summary Care Record Application (SCRa) (see step 8 https://digital.nhs.uk/summary-care-record/community-pharmacy/implementation)

10. Site does final check to confirm all requirements have been completed / are in place (see step 9&10 https://digital.nhs.uk/summary-care-record/community-pharmacy/implementation) for supporting materials to download. While the new NHS Digital SCR webpages are under construction, these can be found at

   - http://webarchive.nationalarchives.gov.uk/20160921135209/

   - http://systems.digital.nhs.uk/scr/pharmacy

   - http://systems.digital.nhs.uk/scr/patients

11. Access SCR using the test NHS Numbers provided (these can be found in the sample SOP and also in the quick technical guide (See step 5 &11 https://digital.nhs.uk/summary-care-record/community-pharmacy/implementation). Forward any issues to pharmacy system supplier helpdesk

12. Privacy officer training is completed by those allocated to this role for the pharmacy organisation. This step can be completed either before or after users have begun accessing the SCRa. (https://digital.nhs.uk/summary-care-record/community-pharmacy/implementation) for PO guidance and walkthroughs

13. Users apply Information Governance (IG) requirements to their use of SCR. This includes adherence to the NHS IG Toolkit, GPhC's principles, requirements of conduct, ethics and performance as well as the pharmacy organisation's local IG policies practices

14. Routine monitoring of SCRa access events by the privacy officer commences

Notes Information for locums

Actions for locums/organisations that use locum pharmacy professionals.

- Where a locum works regularly at a particular pharmacy/ies, they should request that the specific site pharmacy role is added to their smartcard (e.g.F1234).The site sponsor and the Regulation Authority for the pharmacy will be able to approve and provide this

- Pharmacies should upgrade their Identity Agent to IA v2.0 to enable the ODS code to be viewed when the locum logs on with their smartcard

- Organisations that use regular locums should actively promote and encourage these updates

- If you are a locum working at less than 5 pharmacies follow local RA process to get sites added

- If you work in more than 5 sites you need 5F SCR access and if you have 5F card email scr.pharmacy-ra@nhs.net for access

Exceptions

1. It may be essential for business continuity reasons that a locum pharmacy professional works at a site at such short notice, or so infrequently that they do not have time to have the appropriate organisation roles added to their smartcard and need access to SCR using the National FFFFF locum code. SCR access can be granted in this instance. Locums are advised to follow the process detailed in the locum guidance if they wish to have this access applied (https://digital.nhs.uk/summary-care-record/community-pharmacy/implementation)

2. You may prefer to adapt training materials to the pharmacy's own style to cover:

    - Concept of SCR

    - How to access SCRa

    - Recording accesses on PMR

    - Locum process

    - Troubleshooting / resolving technical issues

    - Governance

    - Escalation routes

    - Points of contact