

June 2017

PSNC Briefing 033/17: Checklist for the NHS Urgent Medicine Supply Advanced Service (NUMSAS)

This PSNC Briefing provides a checklist of tasks to complete before providing NUMSAS. Information and resources to support the service are also available at psnc.org.uk/numsas

Preparing to provide the service		Completed
1.	Visit the PSNC website and read through the service information / documentation and familiarise yourself with the resources available.	<input type="checkbox"/>
2.	Read the service specification (available on the PSNC website).	<input type="checkbox"/>
3.	Sign up to PSNC's email newsletters to ensure you don't miss out on further information on the service as it becomes available.	<input type="checkbox"/>
4.	Consider training requirements for pharmacists who will be providing the service – the service specification highlights the Royal Pharmaceutical Society Emergency supply – a guidance on professional practice and the Centre for Pharmacy Postgraduate Education Urgent care: a focus for pharmacy distance learning (September 2016) as providing useful knowledge to support provision of the service.	<input type="checkbox"/>
5.	Consider training requirements for other members of the team to ensure they understand the service.	<input type="checkbox"/>
6.	Ensure your consultation room meets the requirements for provision of the service (see section 4.1 and 4.2 of the service specification).	<input type="checkbox"/>
7.	Ensure your pharmacy is EPS enabled.	<input type="checkbox"/>
8.	Ensure the pharmacy has a shared NHSmal email account.	<input type="checkbox"/>
9.	Whilst not a service requirement, Summary Care Record (SCR) access is considered beneficial to providing the service. Consider going live with SCR , if your pharmacy is not currently live.	<input type="checkbox"/>
10.	Ensure you and your staff are aware of how to use the EPS tracker so it can be checked when you receive an NHS 111 referral.	<input type="checkbox"/>
11.	Determine whether your local NHS England team has made an IT system available to receive referrals, support record keeping and to notify GP practices of medicines or appliances supplied. Ensure you have the required logon credentials for the system and are familiar with how to use it.	<input type="checkbox"/>
12.	Develop a Standard Operating Procedure (SOP) for the service (see section 4.3 of the service specification), which should include the key contact details listed in Annex C of the service specification. (The NPA has developed an NUMSAS SOP - please note, this is only available to NPA members).	<input type="checkbox"/>

13.	Ensure relevant staff have read, understand and have signed up to the new SOP.	<input type="checkbox"/>
14.	Read the local out of hours prescribing guidelines – these should be noted and act as a guide when deciding whether it is appropriate to make a supply of a medicine or appliance under NUMSAS.	<input type="checkbox"/>
15.	Review the content of the pharmacy’s business continuity plan related to NUMSAS and the referral pathways for the service.	<input type="checkbox"/>
16.	Ensure you and your team are familiar with the patient questionnaire and the associated IT platform so guidance can be provided to patients on how to complete the questionnaire.	<input type="checkbox"/>
17.	Ensure have a supply of FP10 EPS dispensing tokens.	<input type="checkbox"/>
18.	Once you are ready to provide the service, inform NHS England of your intention to provide the service via the declaration on the NHS BSA website – please note, registering on the NHS BSA website does not mean that a contractor can start providing the service; this will be decided locally and the contractor will be informed of the ‘go live’ date.	<input type="checkbox"/>
19.	Print a copy of PSNC Briefing 034/17: NUMSAS – Checklist for completing an FP10DT EPS dispensing token and end of month submission and stick on your noticeboard/keep somewhere handy to make sure you have a quick reference guide of what needs to be included on an FP10DT EPS dispensing token when you receive a referral.	<input type="checkbox"/>
20.	Print out copies of paperwork: <ul style="list-style-type: none"> • Patient questionnaire; and • GP notification form (these may not be required if you are intending to notify GP practices electronically when a supply is made). 	<input type="checkbox"/>
21.	When you have a ‘go live’ date, inform your local GP practices that you are intending to provide NUMSAS and that they will receive notification forms when a medicine or appliance is supplied. Consider using the <i>GP practice briefing document</i> and <i>Template letter for GP practices</i> (available at psnc.org.uk/numsas under the ‘Communicating with GP practices’ section).	<input type="checkbox"/>

Daily checks when providing the service		Completed
1.	Ensure your consultation room is clean and tidy and clear of clutter and there are no trip hazards.	<input type="checkbox"/>
2.	Ensure you have supplies of the relevant service paperwork.	<input type="checkbox"/>
3.	Regularly check your NHSmail account/local secure system including when the pharmacy opens and before the pharmacy closes each day. It is especially important to check for referrals within traditional out of hours periods such as weekday evenings, weekends and holidays, to ensure you pick up referrals from NHS 111 in a timely manner.	<input type="checkbox"/>
4.	If you have a locum pharmacist working at the pharmacy, make sure they are made aware of the service and understand the SOP so that they can provide the service that day.	<input type="checkbox"/>
5.	Ensure that someone working in the pharmacy has access to the shared NHSmail account/local secure system for the following working day to ensure continuity of service each day.	<input type="checkbox"/>

If having read this PSNC Briefing and the information and resources on the PSNC website you have further queries about NUMSAS or you require more information please contact [Zainab Al-Kharsan, Service Development Pharmacist](#).