



Locum checklist for CPCS

It is vital that the new Community Pharmacist Consultation Service (CPCS) is provided throughout the pharmacies opening hours. This document provides a guide for locum pharmacists unfamiliar with the pharmacy's ways of working. Keep this sheet with any other local service documentation.

Accessing CPCS

All CPCS referrals are received through PharmOutcomes. They are recorded (ideally during the consultation) on PharmOutcomes to ensure all data is captured.

The SOP for CPCS is located:	
The Service specification is located:	
PharmOutcomes Log-on details:	Username: Password:
Material to explain CPCS data recording can be found at:	<i>Written and Video guides are available on PharmOutcomes at:</i> https://pharmoutcomes.org/pharmoutcomes/help/home?cpcs
SCR access: How to access SCR in this branch	<i>SCR can be accessed directly from the PharmOutcomes template. Please ensure you have your Smartcard with SCR access available at all times.</i>
Frequency that PharmOutcomes / NHSmail is checked and by whom?	
POM register is located: (required to record Urgent supplies)	
Location of Annex C: Onward referral information	
Signposting: Healthcare providers and their non-public contact details can be found through Service Finder.	https://finder.directoryofservices.nhs.uk/#/login Username: Password:
This pharmacy is / is not registered	

When managing requests through CPCS for minor illnesses, you should deal with the patient exactly as you would if they were a 'walk-in' patient. Provide self-care advice & sell a product (if appropriate), or triage and refer following a consultation (in the consultation room).

DO NOT refer the patient back to NHS111. You may receive referrals that you can't treat, that is normal and expected. Your job is to provide the clinical advice on next steps, referring as needed using the Annex C contact details. Please remember the NHS 111 team are referring patients to you as non-clinicians and without sight of the patient to triage.

Visit PSNC for further details: <https://psnc.org.uk/services-commissioning/advanced-services/community-pharmacist-consultation-service/>