

## CPPE risk management training

**Points available:** 20 points (£640-£1,280) available.

### Requirements:

- 80% of all registered pharmacy professionals working in the pharmacy on 15<sup>th</sup> February 2019 must have successfully completed the CPPE's risk assessment training:
  - The 80% is based on headcount, not full-time equivalents.
  - It includes all registered pharmacy professionals – i.e. pharmacists, pharmacy technicians, and locums. It does not include pre-reg trainees.
- You also need to have a completed risk review available in the pharmacy for inspection. The review should be specific to a risk identified in your pharmacy and should have been completed by the pharmacy team, including:
  - A description of the risks identified
  - A risk rating/risk matrix based on:
    - Probability of the risk occurring
    - Severity of harm (or potential harm) caused by this risk
  - Action plan explaining:
    - What actions you are taking to reduce the risk
    - Who is responsible for each action, and
    - Timelines by which you will complete each action.

### Accessing the CPPE training

- All pharmacy professionals registered with GPhC can access the CPPE risk management training for free.
- Visit the [CPPE Quality Payments page](#), scroll down and click on 'Risk management training – registered pharmacy professionals only'.
- You will need to log in to your CPPE account or create a new account if you don't already have one.
- Work your way through the CPPE risk management guide – use the version on the website, as it has been updated since hard copies were sent out to pharmacies.
- Click to confirm that you have completed the guide.
- Complete the e-assessment.
- Download your certificate.

**\*Note:** This is a summary. You also need to read the full NHS England guidance using the links at the end of this document.

## Conducting the risk review

- Don't do the risk review until you have completed your CPPE risk management training. That's because Sections 3 & 4 of the CPPE risk management guide (see above) explain how to conduct a risk review and reduce risks.
- Include the whole team in the risk review and make sure it's on a risk specific to your pharmacy.
- This [PSNC template](#) helps you conduct the risk review and action plan. They have included an [example](#) of a completed review. If different people are responsible for different actions, make sure that's clear in the 'action' section.
- You can also include other information in your risk review e.g. you could include a Root Cause Analysis (RCA). Pages 20-21 of the CPPE risk management guide explain how to do a RCA e.g. by using a fishbone diagram or 'five whys'.
- **Make sure you revisit your risk review and update it when actions have been completed.**

## Evidence required:

- Certificates showing 80% of registered pharmacy professionals have completed the CPPE risk management training. You can log when staff complete their training with this [form](#).
- A risk review and action plan available for inspection on the pharmacy premises, based on a risk specific to your pharmacy. You may wish to use this [PSNC template](#).

## Full guidance from NHS England

This tip-sheet is just a summary. **You must also read the [full NHS England guidance](#)** to make sure you meet the Quality Payments criteria. There are 3 key documents:

- Updated guidance for February 2019
- Gateway Criteria Guidance
- Quality Criteria Guidance

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