

Summary Care Record (SCR) implementation checklist (2020)

This factsheet provides pharmacy contractors, pharmacists and pharmacy technicians with the ongoing criteria required to go live with SCR and continue to use it. Criteria relates to both the pharmacy as well as the person accessing.

	<p>CPPE online training is completed*: All pharmacists and pharmacy technicians who will access the SCR must have completed the Centre for Pharmacy postgraduate Education (CPPE) online SCR training module before accessing SCRs.</p>	<input type="checkbox"/>
	<p>SCR Governance Person(s) is appointed* and will be responsible for auditing and reviewing the SCR accesses e.g. by performing occasional spot-check audits to check accesses to SCR relate to patients receiving pharmacy services. Read more at: psnc.org.uk/sgp.</p>	<input type="checkbox"/>
	<p>Smartcard SCR rights are linked to the ODS (F) code(s) on your Smartcard* (on a site-by-site basis): Staff accessing the SCR should have Smartcard rights enabling access to the SCR. If the Smartcard holder has two or more ODS codes linked to the Smartcard, SCR rights can be requested to be added onto certain or all of those ODS codes.</p> <p>Note on multi-site Smartcard usage: Staff who typically work at five or more sites, and who may work at new sites at short notice may request the local Registration Authority (RA) grant the multi-site 'FFFFF' code, but should also have their regular premises linked to their Smartcard. A business case to the RA may be necessary and support from the pharma(cies) (e.g. branch staff and/or head office staff) may be needed. SCR rights may be linked with the FFFFF code on the card - an online application form may be part of the process. (Read more at: PSNC Briefing: Updating Smartcards for multi-site and SCR usage).</p>	<input type="checkbox"/>
	<p>Standard operating procedures (SOPs) are in place*: The pharmacy team need an SCR SOP (see template: psnc.org.uk/scrresources). SCR usage can be integrated into other SOPs, e.g. many contractors use SCR when delivering patient services such as Community Pharmacist Consultation Service (CPCS).</p>	<input type="checkbox"/>
	<p>Standard system settings are compliant*: The system should be compliant with those settings set out within NHS Digital's Warranted Environment Specification (WES).</p>	<input type="checkbox"/>
	<p>Data Security and Protection Toolkit submitted annually*: A Toolkit submission must have been made at minimum within each financial year.</p>	<input type="checkbox"/>
	<p>HSCN/N3 connection is present*: If you are EPS-live, this will be present already.</p>	<input type="checkbox"/>
	<p>SCR User Agreement must be signed*: The contractor confirms via the online User Agreement declaration (tinyurl.com/scruseragreement) that they and the pharmacy team comply with the ongoing SCR requirements – including the criteria set out on this checklist.</p>	<input type="checkbox"/>
	<p>Practise and test access using dummy 'test' patient NHS number: All those who are allowed to use SCR may practise with test NHS numbers (e.g. 999 040 2132).</p>	<input type="checkbox"/>
	<p>SCR portal web address has been added to desktop and internet favourites: Add this URL to your access the SCR is: https://portal.national.ncrs.nhs.uk/portal/ (please note a Smartcard and HSCN/N3 connection is required). This enables quick and easy access.</p>	<input type="checkbox"/>
	<p>Frequently use SCR to help you provide enhanced care: SCR usage may also prevent a need to contact the GP practice. Some pharmacy system suppliers may add the SCR 1-click feature. Read more at: psnc.org.uk/usingscr and view: psnc.org.uk/scrwebinar.</p>	<input type="checkbox"/>

* = Requirement for SCR access.

Read more at: psnc.org.uk/scrolive.