**Re: Primary Care Network – Community Pharmacy Lead**

Dear [PCN Clinical Director]

I would like to introduce myself as the new **Community Pharmacy Lead** for your primary care network. The pharmacy contractors within the PCN area have just appointed me to the role.

I am a [your role e.g. community pharmacist] based at the [your pharmacy name and location] which is one of the [X] community pharmacies in the PCN. In my capacity as the Pharmacy PCN Lead, my responsibilities include:

* providing leadership for the community pharmacies in the PCN to help them collaborate and engage with the PCN;
* developing relationships and working closely with yourself as the PCN Clinical Director, other PCN Pharmacy Leads in surrounding areas, other clinical leadership stakeholders aligned with the PCN, local commissioners and the Local Pharmaceutical Committee (LPC);
* working closely with the key members of staff of the other pharmacies in the PCN to discuss, understand and be able to describe how community pharmacy can support the PCN to achieve local targets, aligned to national NHS priorities; and
* managing any conflicts of interest and maintaining the confidentiality of any PCN information shared with me on a confidential basis.

As I am new to the role, it would be useful to meet (virtually) to understand more about the PCN, its activities and to consider, with the support of my fellow pharmacies in the PCN, how we may best support the PCN. This could include providing you with information about the services the community pharmacies currently provide as part of both local and national contracting.

As part of our meeting, I would also like to discuss the Pharmacy Quality Scheme. I can provide you with a full briefing on the parts of the scheme which relate to working collaboratively with PCNs. These focus on flu vaccination for the 65 years and over group (linked to the NHS Investment and Impact Fund for PCNs) and business continuity plans, in the event that a pharmacy or practice has to temporarily close, for example because staff have to self-isolate due to COVID-19.

When we meet for a discussion it would be helpful to explore the content of the PCN’s flu vaccination plan and then we could discuss how community pharmacy could support the overall efforts to meet this year’s NHS flu vaccination targets.

It would also be helpful to consider how high-level information on each of the member general practices’ business continuity plans could be shared, specifically in relation to their plans for when there is a significant service disruption or they need to close temporarily. I will similarly be discussing the high-level business continuity plans of the community pharmacies within the PCN, so that the likely impact of their temporary closure can be understood by other pharmacies and practices.

I look forward to discussing these matters with you in due course.

Yours sincerely

[Your Name]

**Community Pharmacy PCN Lead**

Email: [email address]

Phone: [Phone number]