# Pharmacy Smartcard Checklist

Check that your store complies with smartcards requirements for EPS Release 2.

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| You have a Smartcard Sponsor |[ ] [ ]
| Your smartcard Sponsor has completed the e-learning and passed the assessment (register at <http://hscic.premierittask.com>)  |[ ] [ ]
| You have sufficient smartcard unlockers to ensure business continuity |[ ] [ ]
| Your sponsors and unlockers are able to login to the CIS system to unlock smartcards |[ ] [ ]
| Enough staff are registered so that smartcards **never** have be shared |[ ] [ ]
| All smartcard holders have a working smartcard that has been tested recently |[ ] [ ]
| Names on smartcards are up to date |[ ] [ ]
| Sponsor has recently audited users assigned to the organisation (see reporting instructions available via the CPWC link to below).  |[ ] [ ]
| Smartcard holders are aware of their responsibilities to use their smartcard securely - <http://nww.hscic.gov.uk/rasmartcards/docs/ra01a.doc>  |[ ] [ ]

For further information on resolving any issues highlighted in this check, please visit the CPWC website - <http://www.cpcw.org.uk/lpc-resources/electronic-prescription-service-eps/registration-authority-and-smartcard-guidance/>

For any issues relating to software or your computers configuration, please contact your own IT support.

For assistance with registrations or access changes, please contact the CSU IT Servicedesk – contact details below. Email enquiries must be submitted using the community pharmacy smartcard form which can be found via the link above.