The process for community pharmacies and staff to go live with SCR is:

**For a pharmacist or pharmacy technician (‘the user’)**

1. **Check smartcard**

Ensure you have a working smartcard. (This is the same smartcard that's used for EPS access.) Put the smartcard in the reader and follow the instructions to check it isn't locked and that you know the PIN. Contact your local Registration Authority (RA) for help with problems, or if you do not have a smartcard. <https://digital.nhs.uk/Registration-Authorities-and-Smartcards/Service-provider-contact-details>

1. **Complete online CPPE training**

Complete the CPPE e-learning SCR module and assessment to get a certificate. You must enable data sharing on the CPPE website so that NHS Digital can confirm that the module has been successfully completed. <https://www.cppe.ac.uk/programmes/l/summary-e-01>

1. **Request Summary Care Record role for smartcard**

Complete the form to request the Summary Care Record Role addition for your smartcard <https://nhs-digital.citizenspace.com/comms-iau/60a88897>

NHS Digital then approves the addition of the relevant roles to the smartcard with the local Registration Authority (RA). The RA will process this in line with their local organisation’s Service Level Agreement.

There is specific guidance on smartcard SCRa access for locums and organisations that use them link to new locum guidance document will be available from April 1st

**For a SCR Governance Person (SGP), (Formerly Privacy Officer)**

1. **Check smartcard**

Ensure you have a working smartcard. Put the smartcard in the reader and follow the instructions to check it isn't locked and that you know the PIN. Contact your local Registration Authority (RA) for help with problems or if you haven’t got a smartcard contact:

1. **Complete online SGP training**  link to SGP training will be available from April 3rd
2. **Request SGP role for smartcard**

Complete the form to request the SGP role addition for your smartcard <https://nhs-digital.citizenspace.com/comms-iau/60a88897>

NHS Digital then approves the addition of the relevant roles to the smartcard with the local Registration Authority (RA). The RA will process this in line with their local organisation’s SLA.

**For a new pharmacy needing to go live with SCR:**

**1. Allocate SCR Governance Person (SGP), (Formerly Privacy Officer)**

Every organisation needs to appoint at least one member of staff to be the SGP. It is recommended that a minimum of two people are allocated. For more information about who can perform the SGP role see <https://digital.nhs.uk/summary-care-records/community-pharmacy/privacy-officers>

1. **Implement Standard Operating Procedures (SOPs) covering SCR use and SGP monitoring tasks**

All other SOPs impacted by SCR e.g. Flu Vaccination, MURs should be updated at the next opportunity. Download a [sample Standard Operating Procedure template [1.84Mb]](https://digital.nhs.uk/media/1130/Standard-operating-procedure-template-document-for-SCR-in-community-pharmacy/doc/sopsample)

 Download a  template Standard Operating Procedure document [1.84Mb]

1. **Complete the online Acceptable Use Agreement (AUA)**

An [Acceptable Use Agreement](https://nhs-digital.citizenspace.com/comms-iau/scr-user-agreement/) is required for each pharmacy site.

1. **(a) Test access to SCR**

Following the addition of Summary Care Record Role Based Access Codes (RBACs) to smartcards, test access to the Spine portal (where SCR is located) at each terminal: <https://portal.national.ncrs.nhs.uk/portal/dt>. The url should be added to the desktop or favourites to make access easier. Then use a test NHS patient number e.g. 9990252955 to check everything is working correctly. Additional test patient numbers are provided in the SCR quick technical guide [37Kb]. Access will rely on compliance with standard system settings (see b).

**(b) Check Technical requirement**

Required NHS standard system settings apply to SCR. These settings are specified by the Warranted Environment Specification [WES](https://digital.nhs.uk/spine/technical-information-warranted-environment-specification). It is probable your system is already compliant. Either a pharmacy organisation , or their pharmacy system supplier can check that WES technical requirements are in place. System suppliers should be familiar with the WES and can help to ensure that NHS and other key software can continue to run alongside each other.

**(c) Trouble-shooting technical requirement**

Where older versions of software are in use, the system may fall outside the standard NHS WES. If your system supplier, or a software provider recommends using settings outside of the WES, you may want to discuss with them whether adjustments can be made so that all your hardware, systems, and software can comply with the WES. Technical issues should be forwarded to your pharmacy system supplier helpdesk.

1. **SGP - start routine monitoring of SCR access**

This may include spot-checks to determine that SCR access relates to patients that were under the care of the pharmacy at the time the access was made. This does not include clinical judgements for which the responsibility sits with the pharmacist.

**Additional Resources:**

Download the [SCR community pharmacy technical troubleshooting guide [1.36Mb]](https://digital.nhs.uk/media/930/SCR-community-pharmacy-technical-troubleshooting-guide/doc/troubleshooting1).

Final check to make sure all requirements are in place. Download the [SCR community pharmacy final checklist [412.14Kb]](https://digital.nhs.uk/media/931/SCR-community-pharmacy-checklist/pdf/helpsheet)

Pharmacy teams can print off SCR reference materials for counter staff and patients. links to these materials will be available from April 1st