Preparing for SCR in your Pharmacy – Checklist

Training

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| **Done** | **Action** |
|  | Ensure that anyone wanting access to SCR has completed the CPPE e-learning |
|  | Ensure that your Privacy Officer has completed their training |
|  | Brief all your staff about SCR |
|  | Ensure users have access to training materials (handouts and HSCIC web links) |

Smartcards

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| **Done** | **Action** |
|  | Ensure that anyone dealing with SCR has an active Smartcard (Including Locums) |
|  | Ensure correct SCR RBAC roles are assigned to each Smartcard  |
|  | Add RBAC roles:Complete the SCR2Pharmacy RA Request Form and return it to your local RA |
|  | Ensure Smartcards are being used correctly at all times |
|  | Check Smartcards work prior to going live |

Locums

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| **Done** | **Action** |
|  | Ensure all Locums have been issued with a Smartcard |
|  | Ensure regular Locums have RBAC role added to their Smartcards for your pharmacy |
|  | Ensure Locums know your pharmacy ODS code |
|  | Ensure Locums are fully aware of your Permission to View business process |

Permission to View SCR

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| **Done** | **Action** |
|  | Who will capture Permission to View? |
|  | How will Permission to View be captured/recorded? (Explicit verbal or signed form?) |
|  | What words will you use when you seek Permission to View? |
|  | (If used) How will signed forms be securely managed? |
|  | How will you display information to patients? |
|  | Ensure that all users are aware of the need to ask for Permission to View |

Privacy Officer and Information Governance

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| **Done** | **Action** |
|  | Appoint your Privacy Officers |
|  | Ensure Privacy Officers have the correct RBAC roles on their Smartcards |
|  | Ensure they have completed their training and clearly understand their role |
|  | Agree the review process/schedule/SOP for all Alerts |
|  | Agree the process for escalation (That links with Information Governance protocols) |

IT

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| **Done** | **Action** |
|  | Ensure that your PCs/devices meet technical requirements for SCR – Check with your IT system supplier |
|  | Add Portal URLs to your PCs/devices – (As an internet ‘favourite’ for easy access) |
|  | Check that IG Toolkit has been recently completed |

Essential Documentation Which Must be Completed

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| **Done** | **Action** |
|  | Implement a new Standard Operating Procedure (SOP) covering SCR use  |
|  | Complete the online Acceptable User Agreement form (see link below) |

Important Links

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| **Topic** | **Link** |
| HSCIC – SCR for Pharmacies | www.hscic.gov.uk/scr/pharmacy |
| CPPE e-Learning | https://www.cppe.ac.uk/programmes/l/summary-e-01 |
| Spine Portal URL | https://portal.national.ncrs.nhs.uk/portal/dt |
| Alert Viewer URL | https://portal2.national.ncrs.nhs.uk/spinealertservice |
| Summary Care Record URL | https://portal2.national.ncrs.nhs.uk/summarycarerecord/patientsearch |
| Acceptable User Agreement URL | https://www.surveymonkey.com/r/scruseragreement |
| SOP Sample URL | http://systems.hscic.gov.uk/scr/pharmacy/implementation/sop\_sample.doc |
| SCR on Twitter | @NHSSCR |

Need Help?

National Support Email: scrpharmacy@nhs.net

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| Notes: |