This guide is for use by the LPC when briefing community pharmacies regarding this service and GP go-lives. It should be used to support the implementation in advance.

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| Name of Pharmacy: |  |
| Pharmacy Address: |  |
| ODS Code: |  |
| Name and Role of Staff member spoken to: |  |
| Date of conversation: |  |
| Name of LPC Team Member: |  |

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| Does the pharmacy have a copy of the Service Specification available?  Has the pharmacist uploaded their DOC onto PharmOutcomes ? | *If ‘no’ advise that they do so and direct to LPC website* |
| Are all pharmacists aware of local processes - and requirement to contact patient with 2-3 hours? | *If ‘no’ advise that they refer to the local process and Service specification on the LPC website* |
| Has the pharmacist briefed the team ? | *This is both a referral and walk in service* |
| Has the pharmacy got a copy of the PGDs, understand the inclusion & exclusion criteria ? | *If ‘no’ advise that they do so and direct to LPC website* |
| Has the pharmacy got a copy of the locally agreed process flows and escalation processes available? | *If ‘no’ advise that they do so and direct to LPC website* |
| Has the pharmacy thought about how they will manage the service when the regular pharmacist is off? | *If ‘no’ advise that they do so and direct to LPC website* |
| Is an SOP in place? | *If ‘no’ advise to speak to area manager / superintendent etc as appropriate* |
| Are All Pharmacists aware of escalation process and that a pharmacist must make the appointment with the GP if referring back | *If ‘no’ advise that they refer to the local process and Service specification on the LPC website* |
| Has the pharmacy discussed with GP practices that are due to go live? | *Use your key contacts in the practice to forge links* |
| Does the pharmacy have direct GP numbers? | *Advise that staff are added – details regarding how to do this are on the LPC website* |
| Does the pharmacy provide CATC - Are Locums aware that they can provide? | *Ensure service spec and formulary are available for locums and relief staff* |
| Can all staff access PharmOutcomes? Or can PharmOutcomes be accessed during all opening hours? | *Advise that staff are added / provided login details as appropriate Advise that they do so if appropriate* |
| Can all staff access the NHS Shared Mailbox? | *At least three members of staff should have regular access to NHS mail* |
| Has the pharmacy thought about how they will manage the service when the regular pharmacist is off? | *Essential that the whole pharmacy team are of the process and can support locums / relief staff* |
| Does the pharmacy need any support from the LPC | *Contact David Barker Engagement Officer* [*david@liverpool-lpc.org.uk*](mailto:david@liverpool-lpc.org.uk) *or Tel: 07591 2017 923* |

**All the appropriate documents are available on the Liverpool LPC website under Commissioned Services**

[**https://liverpool-lpc.org.uk/commissioned-services/liverpool-ccg/pharmacy-first/**](https://liverpool-lpc.org.uk/commissioned-services/liverpool-ccg/pharmacy-first/)