SCR QUICK SET UP GUIDE

<u>To be used in conjunction with **Document 17**</u>

Action 1 - Smart Card Roles set up:

Staff accessing the SCR should have specific Smartcard roles enabling access to the SCR. Locums who regularly work at a particular pharmacy can request the specific site pharmacy role is added to their Smartcard (please visit: www.psnc.org.uk/sc for more information)

- Ensure that anyone dealing with SCR has an active Smartcard (Including Locums)
- Ensure correct SCR RBAC roles are assigned to each Smartcard by accessing **Document 1**, **or** copy and pasting the **form at the end of the document**, filling in the information and emailing it to mlcsu.scr2pharmacy@nhs.net this will add RBAC roles via Midlands & Lancashire
- Ensure Smartcards are being used correctly at all times
- Check Smartcards work prior to going live

Action 2 - Standard Operating Procedure (SOP) is in place:

The pharmacy team need an SCR SOP. A template is available at: **tinyurl.com/scrsop** or use **Document 2.** SCR access could also be integrated into other SOPs.

If you want to use the SOP template **(Document 2)** get the answers to these questions ready:

- ODS Code?
- Would you want written consent from patients yes/no?
- Have you got an IG SOP in place or a number of? If yes are they up to date?
- What is the name of your IG lead in the pharmacy?
- Nominated Privacy Officer(s) name, telephone number and email?
- Professional Indemnity Insurance – does it cover SCR? (If you have yours with NPA I have already checked and you are fine)
- Check the attached document and make sure you meet the IT spec (sure its fine but just to be thorough!)
- Who is your IT support; name, telephone number, email?
- Who is your PMR supplier plus telephone number?
- Names of those who will be accessing the SCR and smartcard numbers?
- Will you have the spine as a shortcut on your computers desktop yes/ no?

Action 3 – Standard system settings are compliant:

The system must be compliant with the HSCIC Warranted Environment Specification (WES), please visit www.psnc.org.uk/wes or see **Document 3**

Action 4 – Face to face training event has been attended

One person per site to have attended a HSCIC or HSCIC approved face-to-face implementation briefing.

Events are being held in your local area; the next events are:

Date: Wednesday 27th April 6.00-9.00pm
Venue: St Catherines Hospice, Lostock Lane, Lostock Hall, Preston. PR5 5XU.

Date: Tuesday 3rd May 6:00-9:00pm
Venue: The Muni, Albert Road, Colne, Lancashire. BB8 0AE

Action 5 – CPPE online training has been completed

All pharmacists and pharmacy technicians who will be accessing the SCR must have completed the Centre for Pharmacy Education (CPPE) online SCR training module and assessment prior to accessing the SCR.

The link to the CPPE modules are below:

https://www.cppe.ac.uk/programmes/l/summary-e-01/ (Training module)
https://www.cppe.ac.uk/programmes/l/summary-a-02/ (Assessment)

Action 6 – Privacy Officer has been appointed

The Privacy Officer is responsible for auditing and reviewing the SCR access.

For more information on the Privacy officer role see **Document 4, Document 5, Document 6 and Document 7**

Action 7 – Information Governance Toolkit (IG) Toolkit has been submitted

An IG Toolkit submission must have been made in the past 12 months. For more information, see:

http://psnc.org.uk/contract-it/pharmacy-it/information-governance/

Action 8 – N3 connection is present

If you are EPS-live this will be present already.

Action 9 – Complete the Acceptable user agreement web form.

For the Acceptable User Agreement web form

https://www.surveymonkey.com/r/scruseragreement

You will need to know the following information:

- Organisation/ Site (The name and address of the deploying pharmacy site)

- ODS code (F****)
- Date you attended the face to face implementation briefing
- Site contact (key contact details in case of an enquiry about the contents of this agreement)
- In line with requirement SCR-02 above, names of the nominated privacy officers affiliated to the Organisation/ Site
- Information Governance/ Superintendent Pharmacist contact (if different from above)

Once the requirements above have been fulfilled and the declaration has been completed and signed the trigger for the allowance payment will be made.

Action 10 – Access has been checked using test patients

The pharmacy team should check they can access the SCR using the test NHS Numbers provided (these can be found in **Document 2**)

Action 11 – Patient information is available

The pharmacy team may choose to make patient information materials (posters, leaflets) available at the pharmacy and on the pharmacy website. (**Document 8, Document 9** and **Document 10** are some examples of these**).**

Action 12 – SCR web address has been added to favorites

The pharmacy team may choose to add the SCR URL to their desktop/favorites to make future access quick and easy. The URL required to access the SCR is: https://portal.national.ncrs.nhs.uk/portal/dt (please note a Smartcard is required).

Action 13 – Begin using the SCR

Pharmacy teams report that the SCR can be used as an alternative to contacting the GP practice in some scenarios. The Royal Pharmaceutical Society has published a one-page factsheet which explains the scenarios in which to use the SCR (http://psnc.org.uk/wp-content/uploads/2016/03/SCR-EHR-when-to-use-RPS.pdf). The decision as to when to use SCR is a professional one.

For more information, visit http://systems.hscic.gov.uk/scr/pharmacy

Inform your pharmacy team about Summary Care Records (**Document 11**)
Make sure you understand your role with Summary Care Records (**Document 12**)
Information on when to use Summary Care Records (**Document 13**)
Information for Locums (**Document 14**)
Community pharmacy case studies (**Document 15**)
Community pharmacy pilot (**Document 16**)

Midlands and Lancashire CSU SCR2Pharmacy RA Request Form

In order to deal with your SCR request, please complete the form with as much detail as possible.

Call Number:	For Office Use Only
Requestors Name:	
GPhC Registration Number:	
Organisation:	
Main site address details:	
Branch site address details, if applicable:	
ODS Site Code: EG. F1234	
Contact Telephone Number:	
Email Address:	
Requestor has completed 'E' learning CPPE module: If answered Yes, when was this completed?	Please answer Yes or No: Date:
Can the electronic certificate be sent by email?	Please answer Yes or No:
If Yes, please email the attachment along with this request form. If you answer No, a member of the team will contact you.	Please send your electronic certificate to: mlcsu.scr2pharmacy@nhs.net
Attended Face to Face SCR Engagement Session: If answered Yes, when did you attend?	Please answer Yes or No: Date:
Has an Acceptable User Agreement Form been completed? If answered Yes, when was this completed?	Please answer Yes or No: Date:
Is a Locum position required?	Please answer Yes or No:
User Role: Please indicate which role is required. Pharmacist, Pharmacy Technician or Privacy Officer?	

If applicable, please provide your UUID Number: This is the 12-digit number located on the front of your smartcard.	
Is a Smartcard required:	Please indicate Yes or No:
Type of Access Required: Confirm Privacy Officer or Summary Care Record.	Please specify PO or SCR.
If necessary, please use the space provided to supply any additional information, which may be useful to assist us with your SCR pharmacy request.	

Once completed, please save the file in a Word format and email:
mlcsu.scr2pharmacy@nhs.net if applicable, please also attach your SCR CPPE 'E' learning certificate.

Regards,

MLCSU SCR2Pharmacy Team