

NHS Grampian Community Pharmacist Locum Information Pack

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NHS Grampian Community Pharmacist Locum Information Pack

This pack is an electronic reference guide for community pharmacists currently working or considering working as a locum community pharmacist in NHS Grampian and contains details of:

- Community Pharmacy Services
- Essential Forms
- Community Pharmacy PGDs
- Links to relevant documentation
- Useful Websites
- Useful Contact Details

Hard copies of the information can be printed directly from:

http://www.communitypharmacy.scot.nhs.uk/nhs_boards/NHS_Grampian/index.html

If you feel there is any key information that should be added to this pack please contact the Pharmacy and Medicines Directorate (P&MD) on **01224 556527** or email nhsq.pmu@nhs.net.

NHS Grampian Community Pharmacist Locum Information Pack

1. The Pharmacy and Medicines Directorate (P&MD)

The Director of Pharmacy and a team of specialist pharmacists and technicians are based in the Pharmacy and Medicines Directorate, Westholme, Woodend Hospital and should be the first access point for any queries you have relating to pharmacy services in Grampian (contact details as per previous page).

2. Controlled Drug Accountable Officers Team

NHS Grampian Controlled Drug Accountable Officer (CDAO) is the Director of Pharmacy. The CDAO is supported by NHS Grampian Controlled Drug Team based at Westholme, Woodend Hospital. The Controlled Drug Team can assist community pharmacists with any controlled drug related issues and their details can be found in the contacts section of the pack.

Pharmacists can access controlled drug guidance and information and the associated templates and forms on the Controlled Drug Accountable Officers Network Scotland website on The Knowledge Network:

[Accountable Officers Network Scotland website](#)

3. To Register as a Locum

Locum community pharmacists working in NHS Grampian are asked to register with the P&MD using the [Locum registration form](#) (Appendix 1). The form also gives locum community pharmacists the option to be included in the Health Board Locum Register.

Individuals are responsible for notifying P&MD of any changes to personal details or if they wish to be removed from the Locum Register.

4. NHS Mail Account

Locum community pharmacists are asked to have a NHS mail account to receive relevant information from a number of different sources, including but not exclusive to the P&MD, Primary Care Contracts Team (PCCT) and Health and Social Care Partnerships (HSCP). Details of how to obtain an email address are included on the Locum Registration Form.

5. PCR Login

To be able to deliver a number of services it is essential to have a personal user ID and password to allow access to and maintain patients' Pharmacy Care Record (PCR). To request the necessary log-in details from NHS Grampian, complete a PCR log-in form (Appendix 2).

6. Community Pharmacy Website

This website hosted by NHS Scotland is a central point for all contract information. Each Health Board area has a dedicated area for local information. NHS Grampian homepage:

www.communitypharmacy.scot.nhs.uk/nhs_boards/NHS_Grampian

7. Community Pharmacy Services and Associated Patient Group Directions (PGDs)

This is a comprehensive list of all the services and associated PGDs which community pharmacists are able to offer to patients. Locum community pharmacists should sign up to the new PGDs as they become available. Pharmacists have a professional responsibility to meet the requirements of each PGD before signing the PGD. The signature sheet of the PGD should be completed and then sent to P&MD for approval before the pharmacist can provide the service to patients.

7.1. Minor Ailment Service (MAS)

This is a core contract service that all community pharmacists are obliged to deliver. Community Pharmacists are required to adhere to the NHS Grampian Local MAS Formulary when prescribing via the Minor Ailments Service. A copy of the MAS Formulary can be found on the Community Pharmacy Scotland Website.

http://www.communitypharmacy.scot.nhs.uk/nhs_boards/NHS_Grampian/index.html

There are also two additional PGDs that operate within the MAS framework. These must be signed by the pharmacist and authorised by the P&MD before they can be used to treat patients. These PGDs can be found in the links below:

[eMAS PGD - Chloramphenicol \(November 2015\)](#)

[eMAS PGD - Fluconazole \(November 2015\)](#)

7.2. Chronic Medication Service (CMS)

This is a core contract service that all community pharmacists are obliged to deliver. Locum community pharmacist should fully understand the service before offering it to patients. More information can also be found on the Community Pharmacy Website:

http://www.communitypharmacy.scot.nhs.uk/core_services/pcr/about_pcr.html

For patients who are prescribed inhaled therapy, additional CMS treatment summary reports should be completed and sent along with the standard TSR at the end of the patient's serial prescription:

[Blank COPD - CMS Report](#)

[Blank ASTHMA - CMS Report](#)

7.3. Gluten Free Food Service (GFFS)

This is a core contract service which allows community pharmacists to provide a Gluten Free Food service to adults and paediatric patients with a confirmed diagnosis of either Coeliac Disease or Dermatitis Herpetiformis. The patient should present their Patient Registration Form (signed by their GP) in order to register with the pharmacy for this service.

Information regarding the service specification and remuneration:

[NHS Circular PCA \(P\) \(2013\)29](#)

[PCA \(P\) \(2015\)24.](#)

Guidance on providing the service is available at the following links:

[NHS Grampian Gluten Free Food List](#)

[Guidance on Prescribing Of Gluten Free Food Products in NHS Grampian](#)

[NES Gluten-Free Food \(GFF\) Service Implementation and Support Pack](#)

Gluten Free Food Order Forms:

[Gluten Free Interactive Order Form](#)

[Gluten Free Plain Word Order Form](#)

[NES Gluten Free Order Form](#)

7.4. Public Health Service

This is a core contract service that aims to allow community pharmacists and their teams to support self care by patients, health promotion and healthy lifestyle. As well as participating in local and national public health campaigns it allows community pharmacists to provide a Sexual Health Service and Smoking Cessation service. There are a number of associated PGDs that community pharmacists should be prepared to deliver.

7.4.1. Emergency Hormonal Contraceptive (EHC) PGD

All community pharmacists must read and sign the PGD and be authorised by the P&MD before delivering the service. If, for moral or religious beliefs a community pharmacist does not wish to sign up to the PGD, then they must sign post the patient to the nearest pharmacy where the service is available

[PGD for supply of Levonorgestrel](#)

Guidance on providing the EHC service:

[EHC PGD Letter](#)

[EHC letter and proforma](#) (pdf)

[EHC letter and proforma](#) (excel)

7.4.2. Azithromycin PGD

Locum community pharmacists must read, sign and be authorised to use the PGD and ensure they are competent to deliver the service:

[PGD for supply of Azithromycin](#)

7.4.3. Smoking Cessation

All community pharmacists are eligible to provide the Nicotine Replacement Therapy (NRT) smoking cessation service. In order for community pharmacists to successfully provide the service each registered patient is required to have their activity recorded on the Smoking Cessation Tool within the Pharmacy Care Record (PCR). The minimum data set (MDS) data is collated for each patient and sent electronically through the PCR to the NHS Board, this allows for assessment and monitoring of the service and pharmacy contractors receive payment for the service based on the MDS electronic submissions.

Information regarding the service specification and remuneration:

[Smoking Cessation Service Specification](#)

Forms for providing the smoking cessation service

[CO monitoring card](#)

Locum community pharmacists have a professional responsibility to make sure they fully understand and possess the required knowledge before providing the service. NES provide an e-learning programme on smoking cessation which may be beneficial for community pharmacists to complete.

[NES Portal](#)

7.4.4. Varenicline PGD

Varenicline may only be supplied by an accredited pharmacist and the pharmacist must have successfully completed training approved by NES Pharmacy or the local health board. To prescribe Varenicline to patients under this service, community pharmacists must undertake the e-learning programme provided by NES then read and sign the Varenicline PGD. The signature sheet should then be sent to the P&MD for authorisation.

[PGD for the supply of Varenicline](#)

7.5. Unscheduled Care

Community pharmacy is an important route of access for patients requiring unplanned care and locum community pharmacists should ensure they are signed up to the national PGD for Urgent Provision of Repeat Medicines and Appliances which allows community pharmacists to provide patients with up to one cycle of their repeat medicine, appliance and/or ACBS product when the patient's prescriber is unavailable, e.g. the surgery is closed or an out-of-hours system is in operation. Locum community pharmacist should also ensure they are aware of the process for direct referral of patients to out of hours GP services and the contact telephone number.

Link to Unscheduled Care Pharmacy Guidance:

http://www.communitypharmacy.scot.nhs.uk/unscheduled_care.html

7.6. Additional Community Pharmacist PGDs

7.6.1. Post immunisation Fever following administration of Meningococcal Group B Vaccine

Locum community pharmacists must read and sign the PGD and be competent to deliver the service. The PGD signature sheet should then be sent to the P&MD for authorisation before delivering the service.

[Paracetamol Oral Suspension 120mg/5mL For Prevention Of Post Immunisation Fever Following Administration Of Meningococcal Group B Vaccine \(Bexsero®\) - community pharmacy](#)

7.6.2. Treatment of Uncomplicated Urinary Tract Infection (UTI) PGD

Under this PGD, community pharmacists have the opportunity to offer treatment to women suffering with an uncomplicated UTI through an easy and accessible service within a community setting, which removes the need for them to visit their GP. Locum community pharmacists must ensure they complete the online training, read and sign the PGD and be competent to deliver the service.

[Patient Group Direction for the Supply of Trimethoprim for the Treatment of Women with Uncomplicated Urinary Tract Infections by Nurses and Pharmacists Working Within NHS Grampian Community Pharmacies](#)

Guidance on providing the service:

[Pharmaceutical services additional services assessment and treatment of uncomplicated urinary tract infection](#)
[Management of suspected UTI in non-pregnant females aged 16-65 years Flowchart](#)

[Collecting a Urine Sample](#)

[GP Notification of Supply of Trimethoprim](#)

Information on remuneration of the service:

[UTI Claim Form](#)

8. Locally Negotiated Services

8.1. Substance Misuse Service Level Agreement

Contractors wishing to provide substance misuse services must be signed up to the Service Level Agreement (SLA). Locum community pharmacists should check if the contractor is providing this service and ensure they have read and understood the outline of the service.

Information regarding the service specification:

[Service Level Agreement for the Provision of Level 1 Substance Misuse Services from a Community Pharmacy under contract to NHS Grampian](#)

[Substance Misuse Service signature sheet](#)

Guidance on providing the service:

[Community Pharmacy Guidance for the Delivery of Substance Misuse Services \(v1.0\)](#)

[IT Support Sheet](#)

Forms for providing the service:

[Pharmacy Treatment Agreement](#)

[New Patient Information Form \(electronic\)](#)

[New Patient Information Form \(pdf version\)](#)

[Patient Checklist](#)

[Patient Clinical Care Record \(electronic\)](#)

[Patient Clinical Care Record \(pdf version\)](#)

[Action Request Form](#)

8.2. Compliance Aid Service Level Agreement

Contractors wishing to provide the Compliance Aid Service must be signed up to the SLA. Locum community pharmacists should check if the contractor is providing this service and ensure they have read and understood the outline of the service.

Information regarding the service specification:

[Level 1 Service Agreement for the Delivery of Compliance Aid Provision Service from a Community Pharmacy under contract to NHS Grampian - 2015](#)

[Compliance Aid Contract agreement signature sheet](#)

Forms for providing the service:

[Referral Form to Community Pharmacist for Assessment of a patient's suitability to use a Pharmacy Filled Compliance Aid](#)

[Compliance Aids Needs Assessment](#)

[Claim Form for Compliance Aid Tray Reimbursement](#)

8.3. Hepatitis C Service Level Agreement

Community Pharmacy and the Hepatology Specialist Team at the hospital work together to provide co-ordinated care to patients receiving Hepatitis C medication with the aim to improve patient compliance by making the process more convenient and accessible. Contractors wishing to provide the Hepatitis C service must be signed up to the SLA. Locum community pharmacists should check if the contractor is providing this service and ensure they have read and understood the outline of the service.

Information regarding the service specification:

[NHS Grampian Pharmaceutical Care Of Patients Receiving Treatment for Hepatitis C Service Specification](#)

[NHS Grampian Community Pharmacy Supply of Hepatitis C Treatments](#)

Forms for providing the service:

[NHS Grampian Community Pharmacy Patient Compliance Reporting Form for Hepatitis C Therapy \(Appendix 2\)](#)

[Order Form \(Appendix 3\)](#)

8.4. Disposal of Waste Service Level Agreement

This SLA provides a safe and effective pathway for patients to dispose of their prescribed medical waste and sharps. The community pharmacy contractor has a duty of care for waste as set out by the Scottish Environment Protection Agency and it is their responsibility to accept all clinical waste from patients when it is presented and dispose of it in a safe and appropriate manner. This responsibility ultimately falls upon a locum community pharmacist when the contractor is absent and therefore they are obliged to have a full understanding of the SLA.

Information regarding the service specification:

[Clinical Waste SLA](#)

[Waste contract 2016 signature sheet](#)

Guidance on providing the service:

[Disposal of Healthcare Waste by NHS Grampian from Community Pharmacies Segregation Chart](#)

[Segregation chart - extended](#)

9. Palliative Care Network

The Grampian Palliative Care Community Pharmacy Network is a limited number of geographically located community pharmacies that are required to stock a core list of palliative care medicines. The pharmacies and medicines are listed in Appendix 3 and Appendix 4 respectively. Locum community pharmacists undertaking work in a Palliative Care Network pharmacy should be aware of where the palliative care medicines are stored and the actions to be taken should a necessary medicine not be available.

10. Special Preparations and Unlicensed Medicines

NHS Grampian have a specific procedure in place for supplying and dispensing a special preparation or unlicensed medicine, the details of which can be found in the links below. Failure to follow the processes in this guidance and obtain authorisation where appropriate may result in pharmacy contractors not being fully reimbursed for the special medicines they have supplied.

Locum community pharmacists working within NHS Grampian have a responsibility to ensure that they have a full understanding of the guidance and follow the agreed process.

Guidance on special preparations and unlicensed medicines:

[Special Formulation and Unlicensed Products in Primary Care- a Guide for Pharmacists working within NHS Grampian](#)

[NHS Grampian Specials List](#)

Additional information on Special Preparations and Unlicensed Medicines:

[Acetylcysteine](#)

[Generic Midazolam](#)

[NHS Grampian Request Form for Authorisation to Order Specials](#)

11. Storage of vaccines & refrigerated products

The procedure for ensuring the safe storage of vaccines and refrigerated pharmaceutical products in temperature controlled conditions is known as the cold chain. All community pharmacists have a professional responsibility to adhere to and maintain a strict cold chain procedure to ensure the stability of these products. NHS Grampian Guidance:

[Handling Vaccines and Refrigerated Pharmaceutical Products](#)

12. Central Stores - Order Forms

NHS Grampian Central Stores supply community pharmacies with a variety of forms and miscellaneous items that are required to allow them to provide certain services. These can be obtained by submitting the form below:

[Pharmacy Order Form - Primary Care Store](#)

13. Translation Tools

Communicating with patients who have difficulty understanding English can be challenging for community pharmacists. In an effort to help improve this problem NHS Grampian have developed an innovative translation tool, Translation of Medicines Directions (TransMedD)

TransMedD is a form which can be used to provide a simple bilingual translation of medicine doses and directions. It is an easy-to-use written communication form which is available in a number of foreign languages to help non-English speaking patients to understand how to take their medicines.

Community pharmacists locums should register before using the service by reading the "Terms and Conditions of Use" and returning the registration form to NHS Grampian P&MD.

[TransMedD - Terms & Conditions'](#)

TransMedD forms are available for download from the HPAC-Health Information and Resources Service (Grampian Region of Scotland, UK).

<http://www.nhsghcpat.org> (Browse Subject: Click on TransMedD)

To ensure the most recent version of the form is used it is recommended that forms are downloaded and printed each time they are required.

Feedback forms for health professionals and patients can be downloaded from the above website.

14. Eye Health Network

NHS Grampian's Eye Health Network (EHN) was formed in 2007 to improve access to eye care services across the Health Board area. The EHN consists of approximately 55 optometry practices spread across NHS Grampian, the Department of Ophthalmology at Aberdeen Royal Infirmary and Dr Grays Hospital, Elgin. They work in association with General Medical Practice and Pharmacy to have the patient seen by an eye care professional who is best placed to provide appropriate care.

It is critically important that when a patient identifies an eye problem, that the patient is seen in a timely fashion and not left unable to access care.

Community pharmacists may receive referrals from optometrists for patients who may be eligible for minor ailment eye problems (Optometrist to Pharmacist Minor Ailment Scheme Referral Appendix 6).

If a patient with a non-routine eye problem presents to a pharmacist in the first instance and it is not a minor ailment condition, the pharmacist should complete a Triage Form (Appendix 7) for the patient to take to an optometrist. It is best practice for the pharmacist to call the optometrist to discuss the patient's presentation; this can help the process and also manage the patient's expectations as to how quickly they may be seen.

It is important to inform patients that their 'normal' optometrist may not see them and that they may have to attend another optometrist practice. The pharmacist should remind patients that their eye condition will be triaged by the optometrist and the patient will be seen in an appropriate time frame (urgent will be the same day, if necessary at the Urgent Referral Clinic at the Ophthalmology Department at ARI).

It is the responsibility of the optometrist who receives the referral to arrange for the patient to be seen by another optometrist if they do not have an emergency appointment or time in their practice schedule.

15. Training and Education

As a registered pharmacist it is your professional responsibility to continuously develop and up-date your education and training through a variety of different means. Below are some suggested links to websites which offer training and learning opportunities for pharmacists.

NHS Education for Scotland (NES)

NHS Education for Scotland (NES) provides valuable educational resources and learning materials including distance learning packs and webinars. Locum

community pharmacists should ensure they are registered with NES to access these resources.

<https://portal.scot.nhs.uk/>

Community Pharmacy Website

The pharmacy events calendar, available on the Community Pharmacy Website, provides current information on events in and around Grampian as well as providing information on local and national public health campaigns.

http://www.communitypharmacy.scot.nhs.uk/nhs_boards/NHS_Grampian/Training_Education/training.html

Information on future training events will also be sent to you via e-mail provided you have submitted a NHS Grampian Locum form to P&MD.

16. Key points

Below is a list of key points which locum pharmacists may want to consider prior to undertaking locum employment in NHS Grampian.

- Sign and submit NHS Grampian Locum form.
- Register for a PCR login.
- Read all relevant NHS Grampian Pharmacy Services documentation.
- Be aware of the NHS Grampian Formulary (see useful websites for more information).
- Be aware of the NHS Grampian MAS Formulary (can be found on Community Pharmacy Scotland website).
- Read, sign and return all PGD paperwork to P&MD - see Appendix 5.
- Contact the employer prior to attending work to re-confirm dates and time.
- Check what additional services the pharmacy provides and be satisfied that you are competent to undertake and supervise these.
- Find out in advance what dispensary computer system is in use.
- Check the level of support staff available and find out what level of experience/training they have.
- Keep a diary of all locum bookings, taking note of the days you were the Responsible Pharmacist (RP).
- Confirm where the RP pharmacy record and Standard Operating Procedures (SOPs) are kept within the pharmacy.
- Sign into the Responsible Pharmacist register (paper-based or electronically).
- Make sure a copy of your Responsible Pharmacist Notice is on display.

Note: If you are employed as the only pharmacist in the pharmacy on a particular day then you are regarded as the Responsible Pharmacist (RP).

If there is more than one pharmacist in the pharmacy then you need to clarify with your employer what capacity you are being employed, e.g. the responsible pharmacist or second pharmacist.

17. Further Information – Useful Websites

Community Pharmacy Website NHS Scotland

The website provides information regarding pharmacy services within NHS Grampian.

http://www.communitypharmacy.scot.nhs.uk/nhs_boards/NHS_Grampian/index.html

General Pharmaceutical Council (GPhC)

The GPhC is the independent regulator of pharmacists, pharmacy technicians and pharmacy premises within Great Britain. The website includes information on registration, education, pharmacy standards, raising concerns, resources and registers.

<https://www.pharmacyregulation.org>

Royal Pharmaceutical Society (RPS)

The RPS is the professional membership body for pharmacists and pharmacy in Great Britain.

<http://www.rpharms.com/home/home.asp>

NHS Grampian Formulary

http://www.nhsgrampian.org/nhsgrampian/GJF_general_new.jsp?pContentID=4483&p_applic=CCC&pElementID=465&pMenuID=464&p_service=Content.show&

Specialist Pharmacy Service

NHS pharmacy based service which helps to improve the use of medicines. It can be useful when determining suitability of a medicine for a compliance aid, etc.

<https://www.sps.nhs.uk>

Electronic Medicines Compendium (eMC)

Provides up to date information about medicines licensed in the UK.

<https://www.medicines.org.uk/emc/>

eBNF

Electronic version of BNF.

https://www.medicinescomplete.com/mc/?utm_source=bnforg&utm_medium=homepage&utm_campaign=medicinescomplete

Don't Waste a Breath

Provides information on inhalers and give details on inhaler technique for patients.

<http://www.dontwasteabreath.com>

NHS Inform

<https://www.nhsinform.scot/>

NHS Choices

<http://www.nhs.uk/tools/pages/toolslibrary.aspx>

18. Contacts

Contact Name	Tel No	E-mail Address
Pharmacy & Medicines Directorate Office	01224 556527	nhsq.pmu@nhs.net
David Pflieger Director of Pharmacy & Medicines Management	01224 556348	david.pflieger@nhs.net
Caroline Hind Deputy Director of Pharmacy & Medicines Management	01224 566088	caroline.hind2@nhs.net
Liz Kemp Principal Pharmacist, Pharmaceutical Services	01224 556684	e.kemp@nhs.net
Stacey Anderson Pharmaceutical Services Improvement and Development Manager	01224 556768	stacey.anderson1@nhs.net
Ann Smith Lead Pharmacist, Aberdeen HSCP (South Cluster)	07772578451	annsmith@nhs.net
Alison Davie Aberdeen City Central South Cluster and Central North Cluster	01224 565433	alison.davie@nhs.net
Joan MacLeod Aberdeen City North Cluster	01224 556415	joan.macleod@nhs.net
Elaine Neil Lead Pharmacist Aberdeenshire Health & Social Care Partnership	01224 556415	elaine.neil@nhs.net
Lesley Thomson Lead Pharmacist Aberdeenshire Health & Social Care Partnership	01466 765020	lesley.thomson6@nhs.net
Sandy Thomson Moray CHSCP	01343 567117	sandy.thomson@nhs.net
Caroline Gault ePharmacy Facilitator	07765220625 01224 552525	caroline.gault@nhs.net
PPD	01224 358300	
NHS 24	111	
Medicines Information	01224 552316	
Deborah Zuckert	020 3713 7930	deborah.zuckert@pharmacyregulation.org

18.1. NHS Grampian Pharmacy List

The Pharmacy List contains the address, phone number, opening hours and contractor code for each pharmacy within NHS Grampian: [NHS Grampian current Pharmacy List \(March 2016\)](#)

18.2. NHS Grampian - Accountable Officers Team

NHS Grampian Controlled Drugs Team

Name	Job Title	Contact Details
David Pflieger	Director of Pharmacy & Medicines Management NHS Grampian Accountable Officer	Tel: 01224 556527
Lesley Thomson	Lead Pharmacist Controlled Drugs	lesley.thomson6@nhs.net 01224 556601/556800
Anne Taylor	Lead Pharmacist Controlled Drugs	anne.taylor5@nhs.net 01224 556601/556800
Sandra Jamieson	Pharmacy Technician/CD Team Inspector	sandra.jamieson@nhs.net 01224 556601
Bryony Payne	CD Team Inspector	bryony.payne@nhs.net 01224 556601

e-mail: grampian.cdteam@nhs.net

Controlled Drugs Team Fax: 01224 661658

Internal extension 56002

Appendix 1- Locum Registration Form

**NHS GRAMPIAN
PHARMACY & MEDICINES DIRECTORATE**

PHARMACIST CONTACT DETAILS

PART A (complete in all instances)

Name:	
Address:	
Post Code:	
Telephone Number: Mobile Number: (If preferred)	
GPhC Registration Number:	
NHS Net Email Address:	

PART B (only complete if you wish to be entered onto the NHS Grampian Locum Register)

COMMUNITY PHARMACY EXPERIENCE: (in years)	HOSPITAL PHARMACY EXPERIENCE: (in years)	PRIMARY CARE PHARMACY EXPERIENCE: (in years)	AVAILABILITY [please list any days/times of day you would not be available]
DISTANCE WILLING TO TRAVEL FROM HOME:			
AREAS OF PRACTICE	Please tick which of the following areas of practice you would be prepared to provide locum cover for. Community <input type="checkbox"/> Hospital <input type="checkbox"/> Primary Care <input type="checkbox"/> Other (please specify) _____		

If you do not have an nhs.net email account, please arrange through your employer to obtain one from Caroline Gault (caroline.gault@nhs.net) or Dawn Ellis (dawn.ellis3@nhs.net) regardless of employer.

Please note: not all company systems allow access to nhs.net in the workplace. However, once your account has been activated, you can access nhs.net from your home PC.

Please return completed form to: Lesley Anderson (email: lesleyanderson@nhs.net)
 Pharmacy & Medicines Directorate
 NHS Grampian
 Westholme
 Woodend Hospital
 Queens Road
 ABERDEEN
 AB15 6LS
 Tel: 01224 556224 / Fax: 01224 556002

"Under the Data Protection Act 1998, we are required to inform you that your name and contact details will be held in both computerised and manual databases by NHS Grampian. This information is held for the purposes of providing Community Pharmacy Contractors with an up-to-date list of locum pharmacists available for work in the NHS Grampian area. These details will NOT be disclosed to any individual or organisation outwith the NHS without your consent."

Appendix 2 – PCR Registration Form



NHSScotland ePharmacy

PCR form for new user login request
 The completed form must be sent by email to: nhsg.pmu@nhs.net
 Or a copy posted to:
 Pharmacy & Medicines Directorate,
 Westholme,
 Woodend Hospital,
 Queens Road,
 Aberdeen
 AB15 6LS

NHS Board Name:	Grampian
NHS Board Contact: <i>(for NSS Use)</i>	Liz Kemp 01224 556684

To be completed by the pharmacist / technician applying for a password:-

Pharmacist GPhC registration number: (will be PCR user ID)	*
Technician GPhC registration number: (will be PCR user ID)	*
Given Name of applicant (First name):	*
Family Name of applicant (Surname):	*
Email address of applicant or pharmacy:	*
Contact Phone No. for applicant:	*

*mandatory field

Contractor Code of normal place of work if applicable:	
--	--

Please indicate if you normally work

Weekdays

or

Weekends only

This form will be sent for processing by NHS Grampian to nss.psdhelp@nhs.net

Authorised in NHS Grampian by

Initials
Date

PF003 Final version Aug 2016

Appendix 3 - Core Palliative Drugs Stocked By Pharmacies Participating In Grampian Palliative Care Network

HERAPEUTIC CATEGORY	DRUG	PRESENTATION	STRENGTH	PACK SIZE
Analgesics - Opioids	Morphine	Injection	10mg in 1mL	10
	Morphine	Injection	30mg in 1mL	10
	Morphine Sulphate	Liquid	10mg in 5mL	300mL
	Morphine Sulphate (Sevredol)	Tablets	10mg	56
	Morphine Sulphate (MST Continus)	M.R. Tablets	10mg	60
	Morphine Sulphate (MST Continus)	M.R. Tablets	30mg	60
	Oxycodone	Injection	20mg in 2mL	5
	Oxycodone	Liquid	5mg in 5mL	250mL
	Oxycodone (Shortec)	Capsules	10mg	56
	Oxycodone (Longtec)	M.R. Tablets	10mg	56
	Hydromorphone (Palladone)	Capsules	1.3mg	56
	Hydromorphone (Palladone SR)	M.R. Capsules	2mg	56
Analgesics - Neuropathic Pain	Amitriptyline	Tablets	10mg	28
	Gabapentin	Capsules	100mg	100
Anti-emetics	Cyclizine	Injection	50mg in 1mL	5
	Cyclizine	Tablets	50mg	100
	Haloperidol	Tablets	1.5mg	28
	Levomepromazine	Injection	25mg in 1mL	10
	Levomepromazine	Tablets	25mg	84
	Metoclopramide	Injection	10mg in 2mL	10
	Metoclopramide	Tablets	10mg	28
Antipsychotics	Haloperidol	Injection	5mg in 1 mL	5
Antispasmodics	Hyoscine Butylbromide	Injection	20mg in 1mL	10
	Hyoscine Butylbromide	Tablets	10mg	56
Anti-secretory agents	Hyoscine Hydrobromide Injection	Injection	400microgram in 1mL	10
Anxiolytics	Diazepam	Tablets	5mg	28
	Lorazepam (Genus brand)	Tablets	1mg	28
	Midazolam	Injection	10mg in 2mL	10
Hiccups	Baclofen	Tablets	10mg	84
	Nifedipine	M.R. Tablets	10mg	56
Steroid	Dexamethasone (Hameln)	Injection	6.6mg in 2ml	10
	Dexamethasone	Tablets	2mg	50
Diluents	Water for Injections	Injection		20 x 10mL
	Sodium Chloride 0.9%	Injection		20 x 10mL

Appendix 4 - Pharmacies Participating in Grampian Palliative Care Network

Community Pharmacies participating in the Grampian Palliative Care Network hold a core stock of palliative medicines (as documented in the palliative care stock list), to ensure prompt supply of these medicines within an appropriate timescale

MORAY (L)CHP	TOWN	POSTCODE	OPENING HOURS WEEKDAYS	OPENING HOURS WEEKENDS	TELEPHONE
Aberlour Pharmacy, 112 High Street	Aberlour	AB38 9NX	Mon - Fri 0900 -1800	Sat 0900 -1300	01340 871279
Norvik Pharmacy, 1 High Street	Buckie	AB56 1AL	Mon - Fri 0900 - 1300 and 1400 -1730	Sat 0900 -1300 and 1400 -1700	01542 831116
Parkhead Pharmacy, 18 Grant Street	Burghead*	IV30 5UE	Mon – Fri 1130 - 1230 and 1400-1550	Sat 1210-1300	01343 835370
Parkhead Pharmacy, 26 Harbour Street	Hopeman*	IV30 5RU	Mon – Fri 0830 – 1120,1240 – 1300 and 1600-1730	Sat 08.30 - 1200	01343 830249
Cullen Pharmacy, 28-30 Seafield Street	Cullen	AB56 4RS	Mon - Fri 0900-1300 and 1400-1730	Sat 0900-1300	01542 840220
Dufftown Pharmacy, 15 Balvenie Street	Dufftown	AB55 4AB	Mon - Fri 0900 -1300 and 1400 -1730	Sat 0900 -1300	01340 820228
Bishopmill Pharmacy, 20 North Street	Elgin	IV30 4EF	Mon - Fri 0900 - 1730	Sat 0900 -1630	01343 547374/547393
Boots The Chemists Ltd, Unit 2, 2 Springfield Retail Park, Edgar Road	Elgin	IV30 6WQ	Mon - Fri 0900 - 2000	Sat 0900 - 1800 Sun 1000 - 1800	01343 543685
Rowlands Pharmacy, 83 High Street	Forres	IV36 1AA	Mon - Fri 0900 - 1300 and 13.20 - 1730	Sat 0900 -1300	01309 672784
Clarks Pharmacy, 12-18 Regent Street	Keith	AB55 5DU	Mon - Fri 0900 - 1300 and 1400 -1730	Sat 0900 -1300	01542 882533
ABERDEENSHIRE NORTH (L)CHP					TELEPHONE
Strachan Pharmacy, 69 High Street	Banff	AB45 1AN	Mon - Fri 0900 - 1730	Sat 0900-1730	01261 812404
Cruden Pharmacy, Aulton Road	Cruden Bay	AB42 0NJ	Mon - Fri 0900 -1800	CLOSED	01779 812225
Bairds Pharmacy, 6-12 Mid Street	Fraserburgh	AB43 9AJ	Mon - Fri 0900 - 1730	Sat 0900 -1700	01346 513372
New Deer Pharmacy, 14-16 Main Street	New Deer	AB53 6TA	Mon - Fri 0900 -1230 and 1330 - 1800	Sat 0900 - 1230 and 1330 - 1700	01771 644217
Buchanhaven Pharmacy, 23 Skelton Street	Peterhead	AB42 1HR	Mon, Tue, Thurs, Fri 0830 - 1730; Wed 0830 -1300	Sat 0830 - 1700	01779 473525
Websters Pharmacy, 62 High Street	New Pitsligo^	AB43 6NL	Mon, Tues, Wed, Fri 0900 - 1300 and 1400 - 1730; Thurs 0900 - 1300	Sat 0900 - 1300	01771 653391
Websters Pharmacy, 45 High Street	Strichen^	AB53 6SQ	Mon, Tues, Thurs, Fri 0900 - 1300 and 1400 - 1730; Wed 0900 - 1300	Sat 0900 - 1300	01771 637204
Strachan Pharmacy, 29 Main Street	Turriff	AB53 4AB	Mon - Fri, 0845 - 1730	Sat 0845 - 1700	01888 562403
ABERDEENSHIRE CENTRAL (L)CHP					TELEPHONE
Nicholas S Wilson, The Pharmacy	Alford	AB33 8PX	Mon, Tue, Thurs, Fri 0900 - 1230 and 1330 - 1730; Wed 0900 -1230	Sat 0900 - 1230 and 1330 - 1730	01975 562225
Rowlands Pharmacy, 32 Market Street	Ellon	AB41 9JD	Mon - Fri 0900 1300 and 1320 -1800	Sat 0900 -1300 and 1320 -1700	01358 720301
Largue Pharmacy, 10-12 Gordon Street	Huntly	AB54 8AJ	Mon - Fri 0900-1730	Sat 0900 - 1700	01466 792728
Will Chemist, 35 West High Street	Inverurie	AB51 9QQ	Mon - Fri 0845 - 1830	Sat 0845 - 1700; Sun 1200 - 1300	01467 620475
Kemnay Pharmacy, 17 High Street	Kemnay	AB51 5NB	Mon -Fri 0900 - 1300 and 1400 - 1745	Sat 0900 - 1230	01467 642205
ABERDEENSHIRE SOUTH L(CHP)					TELEPHONE
Davidsons Chemist, Ballater Road,	Aboyne	AB34 5HT	Mon - Fri 0845 - 1300 and 1400 - 1730	Sat 0845 - 1300 and 1400 - 1700	01339 886445
Davidsons Chemist, 10 Bridge Street	Ballater	AB35 5 QP	Mon - Fri 0900 - 1730	Sat 0900 - 1700	01339 755409
Davidsons Pharmacy, 61 High Street	Banchory	AB31 5TJ	Mon, Tues, Wed, Thurs 0900 - 1815; Fri 0900 - 17.30	Sat 0900 - 1730	01330 822542
Braemar Pharmacy, 23 Mar Road	Braemar	AB35 5YP	Mon, Tues, Wed, Fri 0900 – 1300 and 1400 – 1800, Thurs 0900 - 1300	CLOSED	013397 41423
Charles Michie Pharmacy, 24 High Street	Laurencekirk	AB30 1AB	Mon - Fri 0900 - 1300 and 1400 - 1800	Sat 0900 - 1300 and 1400 - 1700	01561 377417
ASDA Pharmacy, Portlethen Shopping Centre	Portlethen	AB12 4XP	Mon, Tues, Wed, Thurs 0900 - 2000; Fri 0900 - 2100	Sat 0830 - 2000; Sun 1000 -1800	01224 787410
Boots the Chemist, 2-4 Evan Street	Stonehaven	AB39 2EQ	Mon - Fri 0845 - 1730	Sat 0845 - 1730	01569 762159
ABERDEEN CITY (L)CHP					TELEPHONE
Boots the Chemist, Units 1-2 Dyce Shopping Centre	Dyce	AB21 7LW	Mon - Fri 0900 - 1900	Sat 0900 - 1800; Sun 1030 - 1700	01224 770159/ 770826
Dickies Pharmacy, Kingswood Drive	Kingswells	AB15 8SB	Mon - Fri 0900 - 1730	Sat 0900 - 1300	01224 749495
Braehead Pharmacy, Braehead Way Shopping Centre	Bridge Of Don	AB22 8RR	Mon - Fri 0900 - 1800	Sat 0900 - 1300	01224 702170
Lloyds Pharmacy, 453-455 Great Northern Road	Woodside	AB24 2EH	Mon - Fri 0900 - 1730	Sat 0900 - 1730	01224 484554
Summerhill Pharmacy, Unit 16, Langstracht Shopping Centre	Summerhill	AB15 6TW	Mon - Fri 0900 - 1730	Sat 0900 - 1300	01224 326944
Boots, Bon Accord Centre	Aberdeen	AB25 1UH	Mon, Tues, Wed, Fri 0900 - 1730; Thurs 0900 - 2000	Sat 0830 - 1800; Sun 1200 - 1700	01224 626080
Morrisons, 215 King Street	Aberdeen	AB24 5DA	Mon - Fri 0830 - 2000	Sat 0830 - 2000; Sun 0900 - 1800	01224 624398
Douglas Dickie, 96 Victoria Road	Torry	AB11 9DU	Mon - Fri 0900 - 1730	Sat 0900 - 1300	01224 878459
Boots, Unit 1, Garthdee Retail Park	Garthdee	AB10 7QA	Mon - Fri 0900 - 2000	Sat 0900 - 1900; Sun 1000 - 1800	01224 318792
Gardner Drive Pharmacy, 68 Gardner Drive	Kincorth	AB12 5SD	Mon - Fri 0900 - 1730	Sat 0900 - 1230	01224 874608

Pharmacies marked * or ^ are linked part-time pharmacies, acting as one pharmacy for the purpose of the palliative care network.

Appendix 5 - PGD Check List

PGD TITLE	Date PGD signed and submitted
The supply of POM Chloramphenicol eye drops 0.5% under the minor ailment service	
The supply of POM Fluconazole 150mg capsule under the minor ailment service	
The supply of Levonorgestrel for Emergency Hormonal Contraception	
The supply of Trimethoprim for the treatment of women with uncomplicated Urinary Tract Infections	
The supply of Paracetamol oral suspension 120mg/5mL For prevention of post immunisation fever following administration of Meningococcal Group B Vaccine (Bexsero® ▼)	
The supply of Varenicline	
The supply/administration Of Azithromycin	

***It is recommended that you keep a copy of all submitted PGDs for you own record.**

Appendix 6 - Optometrist to Pharmacist Minor Ailment Scheme Referral



Optometrist to Pharmacist Minor Ailment Scheme Referral

Patient Name	
Patient Date of Birth	
Diagnosis	
Date	

Please supply (dosage as per BNF unless otherwise stated)

Hypromellose 0.3% Eye Drops	
Polyvinyl Alcohol 1.4% Eye Drops	
Lacri-Lube Eye Ointment	
Simple Eye Ointment	
Viscotears Eye Drops	
Chloramphenicol 0.5% Eye Drops	
Chloramphenicol 1.0% Ointment	
Systemic Antihistamines	
Sodium Cromoglicate 2.0% eyedrops	
Otrivine-Antistin Eye Drops	

I believe this person to be eligible for MAS Yes / No / Unsure

Optometrist Signature	
Optometrist Name	
GOC Number	
Practice name	

Created by: EHN Board	Date created: May 2015
Review date: May 2017	For internal and external use

Appendix 7 - Eye Health Network Triage Form

Triage Form



Px Name		Date	Time	
Address			Phone No.	
Referred by	GP	Pharmacist	Other	
Letter	Yes / No		Walk-In	Phone
Px Normal Optometrist:				
Px Symptoms/Complaint				
Eye	R	L	Both	Time/Date of onset
				Getting Worse / Same / Better
Pain	Yes (Severe / Moderate / Mild) / No		Redness	Yes / No
Has the Px had similar symptoms before, if so when and what happened?				
Action:				
Appointment made.....		Optom Informed.....		
Referred to another practice.....				
Optom Px contacted in person /phone				
Action				

Created by: EHN Board	Date created: May 2015
Review date: May 2017	For internal use only