

Community pharmacy process for NHS Lothian Patient Group Directions (PGDs)

The following is the current agreed process for community pharmacy PGDs in NHS Lothian.

Further information can be found on the community pharmacy website available [here](#)

PAGE 1 OF EACH PGD

Each pharmacy must hold a signed copy of page 1 of the PGD.

On page 1 you must complete the line “Name of designated PGD holder”. This details the name and signature of the person who will be responsible for the upkeep of the authorised practitioner list on page 2. It also notes the date this was signed.

This does not have to be a pharmacist - it could be a non pharmacist manager or lead technician for example.

PAGE 1 DOES NOT NEED SUBMITTED TO PCCO

PAGE 2 OF EACH PGD (AUTHORISED PRACTITIONER LIST)

Base Pharmacists

Base or permanent pharmacists for the contractor must sign the authorised practitioner list on page 2 of the PGD and **submit this to PCCO**.

Locums and Relief Pharmacists

Locum and relief pharmacists should sign the authorised practitioner list on page 2 of the PGD and **submit this to PCCO**. This needs to be done only **ONCE for each PGD** to enable the pharmacist to work in any pharmacy within NHS Lothian.

All documentation required to be submitted to PCCO should be sent either by e-mail to:

communitypharmacy.contract@nhslothian.scot.nhs.uk

Or posted to: Community Pharmacy Contract Support Officer
Primary Care Contracts Organisation
NHS Lothian
2nd Floor
Waverley Gate
2-4 Waterloo Place
Edinburgh
EH1 3EG

Please note:

Service Level Agreements are specific to each contractor and are required to be signed and submitted to PCCO to enable payment for delivery of service.

PGDs are specific to each pharmacist and are required to enable pharmacists to legally supply and administer certain POM medicines.