

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](#)

Update (Nov 2023) - Following a review of processes and procedures, it has been agreed that PCCT no longer require these to be submitted back to them. Going forward, you must sign the PGD and retain your copy as per professional and legal requirements, but there is no need to send it to the Health Board. This includes both national and local NHS Lothian PGDs.

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 pharmacy technician for example.

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.

Locums and Relief Pharmacists

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

Any queries, please contact:

communitypharmacy.contract@nhslothian.scot.nhs.uk

Please note:

Version 1.1

Approved by Lothian Area Pharmaceutical Committee 30th January 2020

Service Level Agreements (SLAs) are specific to each contractor and are required to be signed and submitted to PCCT 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.