|  |  |
| --- | --- |
|  | Tick when completed |
| 1. Phone call received from hospital to advise patient suitable for Medicines Reconciliation and Supply project?
 |  |
| 1. Community Pharmacy team obtain electronic IDL (eIDL) from Clinical Portal or a copy from the Patient (or their representative)?
 |  |
| 1. Community Pharmacy team completes medicine reconciliation as per medicines reconciliation guide?
 |  |
| 1. Community Pharmacy team completes SBAR as per medicines reconciliation guide?
 |  |
| 1. Community Pharmacy team emails completed SBAR to appropriate email address for each locality (see Appendix 1 below)?

**This MUST be completed within 24 hours of patient discharge**. |  |
| 1. Community Pharmacy team dispenses any new or changed medication required by the patient and uses UCF Local Service option to generate/claim medication costs?
 |  |
| 1. When Patient/Carer collects medication, Community Pharmacy team to discuss any new or changed medication by completing a new medication template on PCR (this discussion must happen within 5 days of patient discharge)?
 |  |
| 1. Update GGC MRS electronic Claim Form with Pts CHI number and date of discharge? This is submitted monthly to CPDT via the Electronic Claiming Workbook (ECW) to claim service fee per patient.
 |  |

**Appendix 1**

Email addresses for Community Pharmacists to send completed SBAR to Primary Care Pharmacy Teams (within 24 hours of patients discharge from hospital):

**Glasgow N.E.**

PharmacyHubNE@ggc.scot.nhs.uk

**Glasgow N.W.**

ggc.nwpcpharmacy@ggc.scot.nhs.uk

**East Dunbartonshire**

ggc.eastdunbartonshirechpprescribing@nhs.scot

\* Please note - completed SBAR should only be sent to the email addresses above. The Primary Care Pharmacy Teams will update where required on the GP systems.