

## NHS GGC COMMUNITY PHARMACY JOINER/LEAVER FORM

This form should be used by Community Pharmacy Contractors where a Pharmacist member of staff commences/transfers/leaves their employment.

For Pharmacists new to GGC:			
	T I C K	Date Completed	Link
<b>Patient Group Directions</b>	<b><u>Unscheduled Care:</u></b>		<a href="https://www.scot.nhs.uk">NHS Community Pharmacy Website (scot.nhs.uk)</a>
	<b><u>NHS Pharmacy First:</u></b>		
	Aciclovir 800mg		
	Flucloxacillin Caps/Oral		
	Fucidic Acid 2% Cream		
	Nitrofurantoin Capsules MR 100mg / Tablets 50mg		
	Trimethoprim 200mg Tablets		
	Beclametasone 50mcg / Actuation Nasal Spray		
	Mometasone Furoate 50mcg / Actuation Nasal Spray		
	Olopatadine 1mg/ml Eye Drops		
	Fexofenadine 120mg Tablets		
	<b><u>NHS Public Health:</u></b>		
	Desogestrel Progestogen-Only Contraceptive Pill (POP)		
	Levonorgestrel		
	Paracetamol 120mg/5ml Suspension for prophylaxis of post vaccination fever		

For Pharmacists new to GGC:		<i>continued</i>	
	T I C K	Date Completed	Link
	<b><u>Treatment of COPD:</u></b>		
	- Amoxicillin 500mg Capsules		
	- Doxycycline 100mg Capsules		
	- Prednisolone 5mg Tablets		
<b>REMEMBER TO LOG ALL PGDs ON THE ELECTRONIC SUBMISSION FORM</b>  <b>Click on link → <u><a href="#">PGD Recording Form</a></u></b>			
PCR Username and Password (only needed for new Pharmacists – Pharmacists transferring from another Health Board will be able to continue to use their previous log in details)			<a href="#">Pharmacy Care Record (PCR) user creation request form (scot.nhs.uk)</a>
NEO Access  If you experience issues – please call: 0141-303-8931 or <a href="mailto:ggc.cpdevteam@nhs.scot">ggc.cpdevteam@nhs.scot</a>			Access to NEO can be arranged in your pharmacy using the Managerial Log In process (see Responsible Pharmacist)
Opiate Substitution Therapy (OST) Self-Audit  Complete and submit a self-audit to the ADRS Pharmacy Team. This will provide a baseline going forward			<a href="#">OST Self Audit</a>
Pharmacy involved in Palliative Care Network?  Check to see if you need to become a participant in the 24hr Emergency Dispensing Service			<a href="#">NHS Community Pharmacy Website (scot.nhs.uk)</a>
Clinical Portal Access			<a href="#">Clinical Portal Username Form</a>
Clinical Mailbox Access			<a href="#">NHS Community Pharmacy Website (scot.nhs.uk)</a>  Use Service Now portal
LearnPro Training Platform Access			<a href="mailto:ggc.cpdevteam@nhs.scot">ggc.cpdevteam@nhs.scot</a>

<b>For Pharmacists new to GGC:</b>		<i>continued</i>	
	<b>T I C K</b>	<b>Date Completed</b>	<b>Link</b>
Independent Prescriber? Advise Community Pharmacy Development Team			<a href="mailto:ggc.cpdevteam@nhs.scot">ggc.cpdevteam@nhs.scot</a>
Locum? Request addition to CPDT Locum Mailing List <a href="mailto:ggc.cpdevteam@nhs.scot">ggc.cpdevteam@nhs.scot</a>			The mailing list will give you access to the majority of communications sent to community pharmacies across the Board's area.

<b>Moving Pharmacies within GGC:</b>			
	<b>T I C K</b>	<b>Date Completed</b>	<b>Link</b>
Use link to re-submit your PGDs under your new Contractor Code			<a href="#">Link to PGD Recording Form</a>
<b>Update NEO Access</b> <ul style="list-style-type: none"> <li>- Ensure personal account is changed to “inactive” at “old” pharmacy;</li> <li>- Ensure managerial account login details are left for new Pharmacist (if applicable);</li> <li>- Ensure NEO User Guide is available for new Pharmacist at “old” pharmacy;</li> <li>- Arrange access to NEO at “new” pharmacy (as per above)</li> </ul>			<a href="#">NHS Community Pharmacy Website (scot.nhs.uk)</a>  If you experience issues – please call: 0141-303-8931 or  <a href="mailto:ggc.cpdevteam@nhs.scot">ggc.cpdevteam@nhs.scot</a>
<b>Opiate Substitution Therapy (OST) Self-Audit</b>  Complete and submit a self-audit to the ADRS Pharmacy Team. This will provide a baseline going forward			<a href="#">OST Self Audit</a>
<b>Participant in the 24hr Emergency Dispensing Service?</b>  Advise CPDT of change of details *  * Failure to undertake this step could result in you being contacted by the Out of Hours Service out-with normal pharmacy opening times			<a href="#">NHS Community Pharmacy Website (scot.nhs.uk)</a>
<b>Clinical Mailbox Access</b> <ul style="list-style-type: none"> <li>- Log Ticket to remove access from “old” pharmacy;</li> <li>- Log Ticket to add access at “new” pharmacy</li> </ul>			<a href="#">NHS Community Pharmacy Website (scot.nhs.uk)</a>  Use Service Now portal
<b>Clinical Portal Leavers Form</b>			<a href="#">Clinical Portal Leavers Form</a>
<b>LearnPro Training Platform Access</b>  Advise CPDT of “new” pharmacy (if within NHSGGC) for registration to be transferred			<a href="mailto:ggc.cpdevteam@nhs.scot">ggc.cpdevteam@nhs.scot</a>
<b>Independent Prescriber?</b>  Advise Community Pharmacy Development Team of “new” pharmacy			<a href="mailto:ggc.cpdevteam@nhs.scot">ggc.cpdevteam@nhs.scot</a>

Leaving Community Pharmacy in GGC:			
	T I C K	Date Completed	Link
Advise CPDT you are leaving the Board's area so that your name can be removed from the database			<a href="mailto:ggc.cpdevteam@nhs.scot">ggc.cpdevteam@nhs.scot</a>
Update NEO Access <ul style="list-style-type: none"> <li>- Ensure personal account is changed to "inactive" at "old" pharmacy;</li> <li>- Ensure managerial account login details are left for new Pharmacist (if applicable);</li> <li>- Ensure NEO User Guide is available for new Pharmacist at "old" pharmacy</li> </ul>			<a href="https://www.scot.nhs.uk">NHS Community Pharmacy Website (scot.nhs.uk)</a>  If you experience issues – please call: 0141-303-8931 or  <a href="mailto:ggc.cpdevteam@nhs.scot">ggc.cpdevteam@nhs.scot</a>
Participant in the 24hr Emergency Dispensing Service?  Advise CPDT to remove details from database *  * Failure to undertake this step could result in you being contacted by the Out of Hours Service out-with normal pharmacy opening times			<a href="https://www.scot.nhs.uk">NHS Community Pharmacy Website (scot.nhs.uk)</a>
Clinical Mailbox Access <ul style="list-style-type: none"> <li>- Log Ticket to remove access from "old" pharmacy;</li> <li>- If moving to another Health Board ask IT how current email details can be transferred over</li> </ul>			<a href="https://www.scot.nhs.uk">NHS Community Pharmacy Website (scot.nhs.uk)</a>  Use Service Now portal
Clinical Portal Leavers Form			<a href="#">Clinical Portal Leavers Form</a>
LearnPro Training Platform Access  Advise CPDT for registration to be cancelled			<a href="mailto:ggc.cpdevteam@nhs.scot">ggc.cpdevteam@nhs.scot</a>
Independent Prescriber?  Advise Community Pharmacy Development Team			<a href="mailto:ggc.cpdevteam@nhs.scot">ggc.cpdevteam@nhs.scot</a>
Locum?  Request removal from CPDT Locum Mailing List			<a href="mailto:ggc.cpdevteam@nhs.scot">ggc.cpdevteam@nhs.scot</a>