

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:

REMEMBER TO LOG ALL PGDs ON THE ELECTRONIC SUBMISSION FORM

Click on link → [PGD Recording Form](#)

		T I C K	Date Completed	Link
Patient Group Directions	<u>Unscheduled Care:</u>			NHS Community Pharmacy Website (scot.nhs.uk)
	<u>NHS Pharmacy First:</u>			
	Aciclovir 800mg			
	Flucloxicillin 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			
	Nystatin Oral Suspension			
	<u>NHS Public Health:</u>			
	Desogestrel Progestogen-Only Contraceptive Pill (POP)			
	Levonorgestrel			

	Paracetamol 120mg/5ml Suspension for prophylaxis of post vaccination fever			
	<u>Treatment of COPD:</u>			
	- Amoxicillin 500mg Capsules			
	- Doxycycline 100mg Capsules			
	- Prednisolone 5mg Tablets			
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)				Pharmacy Care Record (PCR) user creation request form (scot.nhs.uk)
NEO Access If you experience issues – please call: 0141-303-8931 or ggc.cpdevteam@nhs.scot				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.				OST Self Audit
Pharmacy involved in Palliative Care Network? Check to see if you need to become a participant in the 24hr Emergency Dispensing Service				Palliative Care SLA See Para 5.1.7 for details and Page 14 for pro-forma
Clinical Portal Access				Clinical Portal Username Form
Clinical Mailbox Access				NHS Community Pharmacy Website (scot.nhs.uk) Use Service Now portal
LearnPro Training Platform Access				ggc.cpdevteam@nhs.scot
Independent Prescriber? Advise Community Pharmacy Development Team				ggc.cpdevteam@nhs.scot
Locum? Request addition to CPDT Locum Mailing List ggc.cpdevteam@nhs.scot				The mailing list will give you access to the majority of communications sent to community pharmacies across the Board's area.

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

Advise Community Pharmacy Development Team of “new” pharmacy			
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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			ggc.cpdevteam@nhs.scot
Update NEO Access <ul style="list-style-type: none"> - Ensure personal account is changed to "inactive" at "old" pharmacy; - Remove email address from personal account; - Ensure managerial account login details are left for new Pharmacist (if applicable); - Ensure NEO User Guide is available for new Pharmacist at "old" pharmacy 			NHS Community Pharmacy Website (scot.nhs.uk) If you experience issues – please call: 0141-303-8931 or ggc.cpdevteam@nhs.scot
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			NHS Community Pharmacy Website (scot.nhs.uk)
Clinical Mailbox Access <ul style="list-style-type: none"> - Log Ticket to remove access from "old" pharmacy; - If moving to another Health Board ask IT how current email details can be transferred over 			NHS Community Pharmacy Website (scot.nhs.uk) Use Service Now portal
Clinical Portal Leavers Form			Clinical Portal Leavers Form
LearnPro Training Platform Access Advise CPDT for registration to be cancelled			ggc.cpdevteam@nhs.scot
Independent Prescriber? Advise Community Pharmacy Development Team			ggc.cpdevteam@nhs.scot
Locum? Request removal from CPDT Locum Mailing List			ggc.cpdevteam@nhs.scot