

Microsoft Teams

A Microsoft teams channel has been set up for all NHS Grampian Independent Prescribers. You may wish to use this channel to discuss clinical queries with peers.

[GRAM Community Pharmacy Independent Prescribers | General | Microsoft Teams](#)

If you have not already please click the above link to request access to this channel or alternatively contact gram.pharmaceuticalcareservices@nhs.scot

Folder/Rota Access Request

Individual site files will be hidden for you unless you have already requested access rights. Use the “IP Rota Access Requests” sub channel within team channel to ask for access. When granted you will have access to your stores IP rota. Only IP’s who have asked for access will be able to access the store rota. Note IP’s can complete on behalf of someone else, if they agreed to this.

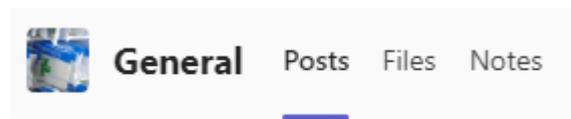
You will need to state all stores which you need access to.

Submitting your Monthly IP Hours

Worked Hours for previous month are to be submitted by the 5th of the month. For example you will submit October’s working hours by the 5th of November.

Log into teams and navigate to the “GRAM Community Pharmacy Independent Prescribers” team’s channel

Click on the “General” channel and then navigate to “Files” located at the top of the page



Within the “Files” section click on the “IP Rota” folder. Here you should see your contractor code for all stores where you work. If you do not have all store folders listed you will need to request access; see access request info above.

In your store folder you will see the excel workbook. Click onto this to open in a web window.

Upon completion of the first column, your name will pre-populate on the rota page. Please use the drop down to complete your working hours for the month.

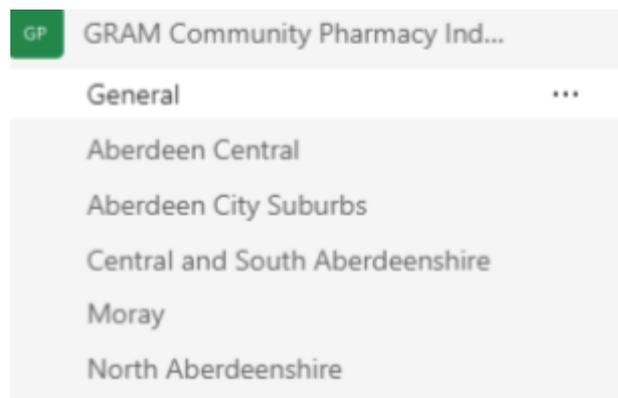
	Thu 1 Aug	DT	Fri 2 Aug	DT
Donald Duck	09:00 -	###		0:00
0	9:00	00		0:00
0	9:30	00		0:00
0	10:00	00		0:00
0	10:30	00		0:00

You are completing your entry for the row alongside your name. Each row is dedicated to each IP who works in your store.

When complete you do not need to save. Exit the form and this will be automatically sent to the PCS team.

Microsoft Teams- Peer Discussions

You may post your general queries in the “general” channel however if you have a query specific to your local area/locality it may be better suited to the locality sections of the channel.



Notifications

To ensure you get the most from the channel you may wish to turn on your notifications; especially for your local sub channel. See the three dots located at top right of page.

