Pharmacy owner checklist – implementing the Pharmacy Contraception Service

This checklist details the actions pharmacy owners need to undertake to get ready to provide the Pharmacy Contraception Service (PCS). Further information on the service and resources can be found at **cpe.org.uk/pcs**.

	Activity	By whom?	By when?	Completed
1.	Read the **service specification**, **Patient Group Directions**, **Community Pharmacy England Briefing** and the FAQs on the Community Pharmacy England website (**cpe.org.uk/pcs**), so that you understand the service requirements.			
2.	Develop a Standard Operating Procedure (SOP) for the provision of the service. Make sure this includes the process for escalation of issues identified, signposting details, equipment maintenance and validation, and staff training.			
3.	Place an order for any required equipment, such as BP monitor, height measuring scale and weight measurement scales. Clinic BP monitor devices used in the service need to be on one of the following lists: **https://bihsoc.org/bpmonitors/for-home-use/**; or **https://bihsoc.org/bp-monitors/forspecialist-use/** Also review the additional guidance and considerations that are available in the **Medicines & Healthcare products Regulatory Agency's guidance on blood pressure measurement devices** and at **psnc.org.uk/hypertension**.			
4.	Ensure all pharmacists and pharmacy staff providing the service are appropriately trained and competent to do so. Pharmacists and pharmacy staff providing any aspect of the service must have read and understood the			

Activity		By whom?	By when?	Completed
	operational processes to provide the service as described in the service specification.			
	Pharmacists must be competent to provide the service in line with the specific skills and knowledge in paragraph 5.3 of the service specification and the relevant PGDs. This may involve completion of training.			
5.	Pharmacy owners will need to select and contract for an IT system that they can use to make their clinical records for the service. Information on IT systems that can support the service is available at **cpe.org.uk/pcs**.			
6.	Complete the **Manage Your Service (MYS) portal declaration** to sign-up to provide the service (seeking approval from head office, if that is applicable).			
7.	Brief all staff on the service. Ensure all staff that will undertake parts of the service are familiar with and will apply relevant sections of the SOP.			
8.	Engage with local GP practices and/or PCN colleagues and sexual health clinics to make them aware the pharmacy is participating in this service. Resources to support this, including a template letter / email and a summary of the service for GP practices and sexual health clinics, are available at **cpe.org.uk/pcs**.			
9.	Review and document the contact details for local safeguarding teams and the location and referral process for general practices and local sexual health clinics that can accept referrals for consultations on long-acting reversible contraception.			
10.	Pharmacists should familiarise themselves with at least one of the online shared decision-making contraception consultation tools. A list of the different recommended online tolls is available at **cpe.org.uk/pcs**. Order/print any leaflets or other patient materials you wish to provide as part of consultations.			
11.	Decide how you will promote the availability of the service to patients. An NHS poster (for you to print) and digital marketing resources is available to pharmacy owners. Resources, including a guide for the pharmacy			

	Activity	By whom?	By when?	Completed
	team on how to recruit patients, are available at **cpe.org.uk/pcs**.			
12.	Update your pharmacy's service details on the NHS website using NHS Profile Manager. This will allow your pharmacy to be identified by the public as providers of the service. Details on how to do this are available on the **NHS Profile Manager page** of the Community Pharmacy England website.			
13.	Plan reminders of when validation, maintenance and recalibration of all BP monitors should be conducted according to manufacturers' instructions.			

If you have any queries or require more information, please contact:

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