



Locum Guide

Please read this guide to our pharmacy. It will help you with any questions, queries or troubles you may encounter today and ensure that your day runs as smoothly as possible.

Please do leave any feedback you feel is required regarding the guide.



Community Pharmacy Devon Whatsapp Group

Please make sure you are signed up to the Community Pharmacy Devon Whatsapp community group. You can do this by scanning the below QR code or using the link. This is a place for all contractors and locums to discuss pharmacy-related issues and liaise with the team at Community Pharmacy Devon if needed for assistance or guidance. Updates about training and information on relevant events will also be made available on the group.



<https://shorturl.at/PPmUG>

Meet The Team

Team Member	Job Title	Job Description	Primary Role

Contacts

	Number	Email
Store/pharmacy Manager		
Delivery Driver		
Cluster Lead		
Area Manager		
Locum Co-Ordinator		
Clinical Governance Lead		
IT Department		
Superintendent Pharmacist Name		
Superintendent Pharmacist		
Local contact for Substance mis-use		
CD Accountable Officer Name		
CD Accountable Officer		
Community Pharmacy Devon Phone	01392719604	admin@devonlpc.org
Safeguarding Contact Name		
Safeguarding Contact		

Opening Hours are:

Monday to

Tuesdayto

Wednesday to

Thursday to

Friday to

Saturday to

Sunday to

Bank Holidays to

The pharmacist usually takes a lunch break close from

..... to

Passwords

PMR System Log in	
NHS Email address	
NHS Password	
PharmOutcomes login	
Till login	

Where will I find...

CD keys
 CD Cupboard
 CD Register
 Methadone Register
 Private Rx book
 Fridge
 Contact Telephone numbers
 Standard Operating Procedures (SOPS)
 Business continuity resource
 Till Fob

Signposting Details
 (Please add more)...

The Services We Provide

Service Name: Pharmacy First: Local Minor Ailments

Qualification needed:

Who in store regularly provides this:

Lead service contact:

Where do I record this?

Other local pharmacies that provide:

Service Overview (and where documents are stored for it):

Service Name: Discharge medicines service

Qualification needed:

Who in store regularly provides this:.....

Lead service contact:

Where do I record this?

Service Overview (and where documents are stored for it):

Service Name: Pharmacy First – National Service

Qualification needed:

How this is received:

Who in store regularly provides this:

Lead service contact:

Where do I record this?

Service Overview (and where documents are stored for it):

Service Name: Pharmacy contraception Service

Qualification needed:

How this is received:

Who in store regularly provides this:

Lead service contact:

Where do I record this?

Service Overview (and where documents are stored for it):



Service Name: Substance Dependency Services

Qualification needed:

Who in store regularly provides this:

Lead service contact:

Where do I record this?

Other local pharmacies that provide:

Service Overview (and where documents are stored for it):

Service Name: Hypertension Case Findings

Qualification needed:

Who in store regularly provides this:

Lead service contact:

Where do I record this?

Other local pharmacies that provide:

Service Overview (and where documents are stored for it):



Service Name: New Medicines Service

Qualification needed:

Who in store regularly provides this:

Lead service contact:

Where do I record this?

Other local pharmacies that provide:

Service Overview (and where documents are stored for it):

Service Name: stop smoking Local and/or National

Qualification needed:

Who in store regularly provides this:

Lead service contact:

Where do I record this?

Other local pharmacies that provide:

Service Overview (and where documents are stored for it):

Service Name: Needle and syringe provision

Qualification needed:

Who in store regularly provides this:

Lead service contact:

Where do I record this?

Other local pharmacies that provide:

Service Overview (and where documents are stored for it):

Service Name: Vaccination - Flu

Qualification needed:

How this is received:

Who in store regularly provides this:

Lead service contact:

Where do I record this?

Service Overview (and where documents are stored for it):

Service Name: Vaccination Covid 19

Qualification needed:

How this is received:

Who in store regularly provides this:

Lead service contact:

Where do I record this?

Service Overview (and where documents are stored for it):

Service Name: Vaccination - Meningitis B

Qualification needed:

How this is received:

Who in store regularly provides this:

Lead service contact:

Where do I record this?

Service Overview (and where documents are stored for it):