

Summary Care Record Application Access Guidance for Locums

Introduction

There are many pharmacy professionals who are assigned a generic organisational role on their smartcards. This is known as different terminology across the country, such as ‘the locum code’, ‘5F code’, ‘ODS FFFFF’, ‘national FFFFF locum code’.

Where locums work in regular pharmacies, then they should request that the specific site pharmacy role is added to their smartcard (eg. ODS F1234), as opposed to logging on with the generic code. The site sponsor(s) and the Registration Authority for the pharmacy will be able to approve and provide this. This approach is normally applied for pharmacy professionals working in up to 10 pharmacies.

However, it is recognised that some pharmacy professionals will need to have SCR access enabled on the generic locum code. This will allow them to then access SCR in any pharmacy that is live with SCR in which they work.

How does a locum get SCR access enabled on their smartcard?

The detailed step by step process on how locums gain approval for, and then get SCR access enabled on their smartcard is detailed below:

1. Complete CPPE E-learning (www.cppe.ac.uk/programmes/I/Summary-E-01).
2. Demonstrate successful completion of this (e.g. the PDF certificate) to the pharmacy site/organisation at which you are currently working AND is live (or shortly going live) with SCR.
3. The pharmacy site/organisation will then forward your request (and evidence of completion of training as appropriate) to the local SCR project lead .
4. The local/organisational project lead will forward your request to the HSCIC SCR project team, detailing the following information (example completed for information):

Completed E Learning	User Name	GPhC Registration No. (applicable for Pharmacists and Technicians)	Smartcard UUID or Smartcard needed	Access required (Confirm SCR Pharmacist, SCR Technician or Privacy Officer)
11/01/2016	Peter Locum	2226666	555589008888	SCR Pharmacist

5. HSCIC SCR project team will check your GPhC registration and then request the HSCIC National Registration Authority (RA) to add SCR access to your locum role.
6. National RA will inform HSCIC SCR team when the access has been updated, who will in turn inform local/organisational SCR project lead. This process could take up to 10 days.
7. Locum user can now access SCR. Guidance on how to access SCR can be found in the Quick Reference guide at XXXXX and is also referenced in the CPPE learning (action 1 above).

PLEASE NOTE:

You must **ONLY** access patients’ SCRs at pharmacies which are live with SCR, and you **MUST** adhere to the Standard Operating Procedures in place at that pharmacy.