

Chronic Medication Service Guidance and Support Documents

This is an update to the CMS checklist prepared in April. Sections updated are highlighted in bold.

1. Background Reading to support implementation of the Service

Item	Location of Document or Item	Suggested Action	Completed
Professor Lewis Ritchie Report- Establishing Therapeutic Partnerships	Sent to all pharmacists in Scotland and on the CPS website	Contractors should consider reading this report to provide background information on CMS	
NES Chronic Medication Service-Implementation Pack	CPS website and sent to each pharmacy directly	Contractors should complete the CMS NES pack, Action plan and Staff training log to claim QED payment of £1000	
Pharmacy Care Record Manual	When available CPS website	Contractors should read the manual when available so they understand how to use the electronic patient record	

2. Service Specification Information

Item	Location of Document or Item	Suggested Action	Completed
Chronic Medication Service Specification	PCA (P) 2010 8 On CPS website	Read the service specification so you understand what you need to do.	
Chronic Medication Service Directions	PCA (P) 2010 10 On CPS website	Read the directions now available to ensure you fulfil the requirements of the service providers	
Chronic Medication Service Implementation Plan	PCA (P) 2010 10 On CPS website	Read the implementation plan now available to understand what you are expected to do in the first instance.	

3. Remuneration Information

Item	Location of Document or Item	Suggested Action	Completed
Remuneration	When available on CPS website	No action required at present	

COMMUNITY PHARMACY SCOTLAND

4. Implementation Support Payment Information

Item	Location of Document or Item	Suggested Action	Completed
Infrastructure Support Payment-IT connection	PCA (P) 2009 9 On CPS website	No action required as payments will be made automatically. Value of £250 at connection then £100 per month ongoing	
Infrastructure Support Payment-One Off	PCA (P) 2010 7 Circular on CPS website.	Annex B must be returned to Moira Hanley at PSD indicating what you have spent your money on. Value of £500	
Quality, Evaluation and Development Payment-CMS Implementation Pack	PCA (P) 2010 3 Claim form on CPS website	Claim form must be sent to Moira Hanley by the 7 th June 2010 once Action Plan and Staff Training log is completed. As previously identified £1000	

5. CMS Standard Operating Procedures

Item	Location of Document or Item	Suggested Action	Completed
Template 1-Registration	On CPS website	Prepare a SOP for your pharmacy	
Template 2-Care Planning	On CPS website	Prepare a SOP for your pharmacy	
Template 3-Serial Prescriptions	On CPS website	Prepare a SOP for your pharmacy	

6. Password and Logon for Pharmacy Care Record

Item	Location of Document or Item	Suggested Action	Completed
Pharmacy Care Record Password	NHS Board registration process	Contractors should ensure all pharmacists and their locum staff complete registration forms to access the PCR via their own unique password	

7. Leaflets to support the service

Item	Location of Document or Item	Suggested Action	Completed
CMS leaflet to support patient registration	When available Scottish Government will send to all pharmacies directly	Contractors should ensure adequate supplies of the leaflet are maintained as all patients who register for the service are expected to receive one.	
CMS factsheet to support registration in the first instance	On CPS website	Whilst patient leaflet is being completed SG has provided a factsheet for patients. This should not be displayed during the implementation phase.	

8. Support and Guidance for Clinical Practice

Item	Location of Document or Item	Suggested Action	Completed
Clinical Protocols to support long term conditions management	When available Scottish Government Pharmacy Care Record	Pharmacists should read and use the protocols to underpin care when they become available	
NES distance learning packs for long term conditions	NES	Pharmacists may identify knowledge gaps when care-planning for patients. NES packs are available on request to supplement knowledge base	
NHS Board Prescribing Formulary	NHS Board	Pharmacists should ensure they are aware of the latest formulary recommendations to ensure any guidance given to GP is in line with local good practice.	
NHS Board Prescribing Bulletin	NHS Board	Pharmacists should make themselves aware of any local prescribing bulletins to ensure they are aware of local guidance.	
Yellow Warning Card for reporting adverse drug reactions	BNF or www.yellowcard.gov.uk	If a patient reports a side effect you think warrants the MHRA knowing about it. Complete a yellow card or record it online at the website indicated	