







The Essential EPS Checklist: Part 1 of 2

Share this checklist with your pharmacy team and complete it together to ensure the whole team is getting the most out of EPS Release 2. Look out for part 2 next month.

	Know when your local GPs are going live <ul style="list-style-type: none"> • GPs must give at least 8 weeks' notice prior to EPS go-live so all have time to prepare. • Your LPC can advise you of local GP practice go-live dates, and may be able to delay go-live if pharmacies are not ready. • Local deployment: An online list and map reveal which practices are live, and which are not (see psnc.org.uk/epsstats). 	<input type="checkbox"/>
	Meet with GPs <p>Take part in EPS business process change sessions at the GP practice, or ask your local GP practice staff for a meeting alongside other local pharmacies. LPCs and LMCs may assist (see psnc.org.uk/epsmeetgp for more on meeting and working with GPs).</p>	<input type="checkbox"/>
	Ensure staff are trained in both EPSR2 and your PMR system <ul style="list-style-type: none"> • Check and take part in PMR system training opportunities: E.g. one-to-one staff training, webinars, training videos, user manuals, quick reference guides, desk aids and help menus (see tinyurl.com/trainingeps). • Plan the training so that all staff are fully trained: The most effective training will take place shortly before staff start to deal with large quantities of electronic prescriptions (see psnc.org.uk/epstraining). • Update and refine SOPs to incorporate EPS. • Appoint an 'EPS champion' who staff can go to for support and troubleshooting advice. • Learn how to quickly sort and filter different prescriptions within your PMR system. • Make provision for the training of part-time staff and locums. 	<input type="checkbox"/>
	Gather nominations <ul style="list-style-type: none"> • Fully explain EPS to patients: Consider using patient leaflets, signs and online videos (see psnc.org.uk/nomcore). • Read nomination guidance: Ensure staff gathering nominations are familiar with this (see tinyurl.com/epsnom). • Are re-confirmations needed? Nominations collected on paper but not adjusted on the EPS system within 6 weeks need re-confirmation prior to updating on the NHS Spine. 	<input type="checkbox"/>
	Check your Smartcards are all working correctly <ul style="list-style-type: none"> • Obtain R2-ready Smartcards with the appropriate roles assigned for each team member dealing with prescriptions (dispensing technicians, pharmacists etc.) and test these work (see psnc.org.uk/smartcards). • Check passcodes: Are these known? Can all staff use their smartcards or are any locked? • Get Sponsor/LSA role: Someone in the pharmacy could request the Sponsor or Local Smartcard Administrator role so that they can support others with Smartcard issues (see psnc.org.uk/SCroles). • Know your Local Registration Authority (RA): Your RA is responsible for providing cards and dealing with card issues. Favourite the link to contact details (see psnc.org.uk/ra). • Bookmark and test Care Identity Service: This is the online Smartcard admin portal. Add https://portal.national.ncrs.nhs.uk/portal/dt (card required) as a favourite and desktop shortcut. Also see psnc.org.uk/managingsmartcards. 	<input type="checkbox"/>
	Check your NHS Choices profile <p>Are your NHS Choices details correct? If patients ask the GP practice about live pharmacies, they must provide a list of local pharmacies R2-enabled, based on information from the NHS Choices website (see psnc.org.uk/choices).</p>	<input type="checkbox"/>