Summary Care Record (SCR) checklist (2024)

This factsheet provides pharmacy owners and pharmacists and pharmacy technicians with the criteria required to go live with SCR. Criteria is completed in relation to both the pharmacy as well as the person accessing. SCR is found within National Care Records Service (NCRS).

	Smartcard SCR roles are added (on a site-by-site basis)*: Staff accessing the SCR should have specific Smartcard roles enabling access to the SCR. If the staff have two or more ODS codes related to the Smartcard, SCR rights would be requested for specific or all ODS codes linked to the card (see: **cpe.org.uk/scrsc**). *Note on multi-site Smartcard usage:* Staff who may work at an unexpected pharmacy premises at short notice may request the local Registration Authority (RA) grant the multi-site 'FFFFF' code, but should also have their regular premises linked to their Smartcard. A business case to the RA may be necessary and support from the pharma(cies) (e.g. branch staff and/or head office staff) may be needed. SCR rights may be linked with the FFFFF code on the card – an online application form may be part of the process. (See: **Briefing: Smartcards for multi-site and SCR usage**).	☐
	Standard operating procedure (SOP) is in place*: The pharmacy team need an SCR SOP (see **template**). It can be integrated into other SOPs.	☐
	Standard system settings are compliant*: The system must be compliant with the NHS Digital Warranted Environment Specification (WES) (see: **cpe.org.uk/wes**)	☐
	CPPE online training (optional): All pharmacists and pharmacy technicians who will access the SCR may complete the Centre for Pharmacy postgraduate Education (CPPE) online SCR training module prior to accessing the SCR, or equivalent.	☐
	Governance Person has been appointed* and will be responsible for auditing and reviewing the SCR access. Online training is available (**cpe.org.uk/sgp**).	☐
	Data Security and Protection Toolkit has been submitted*: A Toolkit submission must have been made at minimum within each annual toolkit submission period.	☐
	HSCN connection is present*: If you are EPS-live, **HSCN** will be present already.	☐
	Practise and test access using dummy 'test' patient NHS number: All those who are allowed to use SCR can practise with test NHS numbers (e.g. 999 040 2132).	☐
	NCRS portal web address has been added to favourites: The pharmacy team may choose to add the NCRS URL to their desktop/favourites to make future access quick and easy. The URL required to access the NCRS and SCR is: **portal.national.ncrs.nhs.uk/portal/** (please note a Smartcard and HSCN/N3 connection is required).	☐
	Begin using the SCR: SCR can be used as an alternative to contacting the GP practice in some scenarios. Read more about how and when to use SCR at: **cpe.org.uk/usingscr**. Also our webinar explains how you can get best use out of it: **cpe.org.uk/scrwebinar**	☐

* Requirement for SCR access.

Read more:
- **cpe.org.uk/scrgolive**