

Summary Care Record (SCR) checklist

Use this checklist to prepare your pharmacy for accessing the Summary Care Record (SCR), which is available through the National Care Records Service (NCRS) portal. To use SCR, requirements apply to both the pharmacy and the individual staff member using it.

	Smartcard SCR roles added (required) Staff who access SCR must have the appropriate Smartcard role(s). Access is granted for specific pharmacy ODS codes linked to the Smartcard. Find out more at: cpe.org.uk/scrsc . Staff working across more than one pharmacy at short notice, may need the 'FFFFF' multi-site code.. See: Smartcards for multi-site and SCR usage .	☐
	Standard operating procedure (SOP) in place (required) The pharmacy should have an SCR SOP. This can be a standalone SOP or incorporated into existing procedures. A template is available.	☐
	System settings meet NHS requirements (required) The pharmacy system and device setup must comply with the NHS Warranted Environment Specification (WES). See cpe.org.uk/wes	☐
	SCR training completed (recommended) Pharmacists and pharmacy technicians using SCR are encouraged to complete the Centre for Pharmacy Postgraduate Education (CPPE) SCR training , or equivalent training.	☐
	Governance Person appointed (required) A Governance Person must be responsible for reviewing and auditing SCR access. Further guidance is available at cpe.org.uk/sgp .	☐
	Data Security and Protection Toolkit submitted (required) The pharmacy must have completed its current annual Data Security and Protection Toolkit submission within the previous submission period (or within the current submission period if the pharmacy is new).	☐
	Practise using a test patient (recommended) Authorised users should practise accessing SCR using a test NHS number (for example: 999 040 2132).	☐
	NCRS portal accessible and saved as a favourite (recommended) Save the NCRS portal link for quick access: portal.national.ncrs.nhs.uk/portal/ (A Smartcard or Care Identity Service (CIS2) profile is required and, in some cases, access to the Health and Social Care Network (HSCN) may also be required).	☐
	Start using SCR Once all requirements are met, SCR can be used to support patient care and may reduce the need to contact a GP practice for information.	☐

Read more:

▪ cpe.org.uk/scr