**Re: Primary Care Network – Community Pharmacy Lead**

Dear [PCN Clinical Director]

I would like to introduce myself as the new **Community Pharmacy Lead** for your primary care network. The pharmacy contractors within the PCN area have just appointed me to the role.

I am a [your role e.g. community pharmacist] based at the [your pharmacy name and location] which is one of the [X] community pharmacies in the PCN. In my capacity as the Pharmacy PCN Lead, my responsibilities include:

* providing leadership for the community pharmacies in the PCN to help them collaborate and engage with the PCN;
* developing relationships and working closely with yourself as the PCN Clinical Director, other PCN Pharmacy Leads in surrounding areas, other clinical leadership stakeholders aligned with the PCN, local commissioners and the Local Pharmaceutical Committee (LPC);
* working closely with the key members of staff of the other pharmacies in the PCN to discuss, understand and be able to describe how community pharmacy can support the PCN to achieve local targets, aligned to national NHS priorities; and
* managing any conflicts of interest and maintaining the confidentiality of any PCN information shared with me on a confidential basis.

As I am new to the role, it would be useful to meet (virtually) to understand more about the PCN, its activities and to consider, with the support of my fellow pharmacies in the PCN, how we may best support the PCN. This could include providing you with information about the services the community pharmacies currently provide as part of both local and national contracting.

As part of our meeting, I would also like to discuss the Pharmacy Quality Scheme. I can provide you with a full briefing on the part of the scheme which relates to working collaboratively with PCNs. The focus for the 2021/22 Scheme is on flu vaccination for the 65 years and over group (linked to the NHS Investment and Impact Fund for PCNs).

When we meet for a discussion it would be helpful to explore the content of the PCN’s flu vaccination plan and then we could discuss how community pharmacy could support the overall efforts to meet this year’s NHS flu vaccination targets.

I look forward to discussing these matters with you in due course.

Yours sincerely

[Your Name]

**Community Pharmacy PCN Lead**

Email: [email address]

Phone: [Phone number]