

September 2021

Contractor checklist: implementing the NHS Community Pharmacy Hypertension Case-Finding Advanced Service

This checklist details the actions contractors need to undertake to prepare to provide the hypertension case-finding Advanced service. Further information on the service and resources can be found at psnc.org.uk/hypertension.

	Activity	By whom?	By when?	Completed
1.	Read the service specification , PSNC Briefing and the FAQs on the PSNC website (psnc.org.uk/hypertension), so that you understand the service requirements.			
2.	Complete the Manage Your Service (MYS) portal declaration to sign-up to provide the service (seeking approval from head office, if that is applicable).			
3.	Develop a Standard Operating Procedure (SOP) for the service which includes the process for maintenance and validation of the equipment used.			
4.	Place an order for any required equipment and ancillaries from appropriate suppliers having reviewed the clinic BP monitor and ABPM devices on the following lists: https://bihsoc.org/bp-monitors/for-home-use/ or https://bihsoc.org/bp-monitors/for-specialist-use/ and having reviewed the additional guidance and considerations that are available in the MHRA's guidance on blood pressure measurement devices and at psnc.org.uk/hypertension .			
5.	Ensure all pharmacists providing the service are appropriately trained and competent to do so. Pharmacists providing the service must: <ul style="list-style-type: none"> • Have read and understood the operational processes to provide the service as described in the service specification; • Be familiar with the NICE guideline (NG136) Hypertension in adults: diagnosis and management; and • Complete training (e-learning or face-to-face) on how to use the blood pressure monitoring equipment which should be provided by their equipment manufacturer. 			
6.	Brief all staff on the service. Ensure all staff that will undertake parts of the service are familiar with and will apply relevant sections of the SOP.			
7.	Engage with local GP Practices and/or PCN colleagues to make them aware the pharmacy is participating in this service. Resources to			

	support this, including a template letter / email and a summary of the service for GP practices, are available at psnc.org.uk/hypertension .			
8.	Print out copies of any resources and paper records you will use when providing the service. Template forms and resources are available at psnc.org.uk/hypertension .			
9.	Order any leaflets or other patient materials you wish to provide as part of consultations. A list of potential leaflets which may aid consultations is available at psnc.org.uk/hypertension			
10.	Decide how you will promote the availability of the service to patients. An NHS poster (for you to print) and digital marketing resources will be made available to contractors. Resources, including a guide for the pharmacy team on how to recruit patients, are available at psnc.org.uk/hypertension .			
11.	Update your pharmacy's service details on the NHS website. This will allow your pharmacy to be identified by the public as providers of the service. Details on how to do this are available on the NHS website page of the PSNC website			
12.	Plan reminders of when validation, maintenance and recalibration of all BP monitors should be carried out according to manufacturers' instructions.			
13.	If using NHSmail to communicate results and referrals to GP practices, set up templates to assist in efficient GP communications.			