

Pharmacy IT system transfer

Minimum transfer dataset for pharmacies switching from one pharmacy IT system to another

Document Filename: Pharmacy IT system transfer	
Directorate / Programme: Community Pharmacy IT Group (CP ITG)	Project: Pharmacy IT system data transfer
Document Reference:	
	Status: Published
Product Owner:	Version: 1.01
Author: CP ITG	Version Issue Date: December 2023

Document Management

Revision History

Version	Date	Summary of Changes
0.72	15/07/21	Baseline version
0.73	29/11/21	Appendix 1 amendments. Additional references/alignment to Professional Record Standards Body Pharmacy Info Flows 2.1 applied.
0.74	09/03/21	Transfer format: JavaScript Object Notation (JSON). Dataset split into Medicines, Patient, Prescriber and Prescribing Organisation. Dataset row changes
0.75	21/06/21	Updates to take into account of workshop comments
0.76	20/04/22	Updates to take into account of workshop comments
0.992	30/05/23	Addition of 'optional dataset– organisation', 'Clinical service delivery' and suggested timescale – production of dataset within 21 days. Note that the region of the dataset is to be confirmed: England, Northern Ireland, Scotland, Wales to support how identifiers are handled. Updates to the specification content taking into account of April-May 2023 workshop comments from suppliers.
1.00	30/06/23	Supplier / CP ITG Workshop comments incorporated
1.01	01/12/23	Additional implementation timeline information added. Titles and contents received minor updates.

Future changes: This document may be revised in line with developments to the Professional Record Standards Body [Community Pharmacy Data Standard \(CPDS\)](#). CP ITG pharmacy representatives have recommended all suppliers try to align with CPDS.

Reviewers

This document must be reviewed by the following people /groups if significant changes are applied later.

Reviewer name	Title / Responsibility	Date	Version
Dan Ah-Thion	Community Pharmacy IT Policy Manager (Community Pharmacy England)	30/06/23	1.0

Approved by

This document must be approved by the following if significant changes are applied:

Name	Title or role
Community Pharmacy IT Group	Group progressing community pharmacy IT matters

Document Control:

The controlled copy of this document will be maintained on the [Community Pharmacy England IT requirements webpage](#) ('PMR data transfer' section). Any copies of this document held outside of that area, in whatever format (e.g. paper, email attachment), are considered to have passed out of control and should be checked for currency and validity.

Referenced Documents:

Appendix Spreadsheet – see section 7, 'Related documents'.

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1 About this Document

1.1 Purpose

The purpose of this document is to define the recommended minimum transfer dataset for pharmacies switching from one pharmacy IT system to another.

1.2 Audience

This document has been written for pharmacy IT system suppliers.

1.3 Content

This document comprises of the following sections / topics:

- Background
- Scope
- Principles
- Requirements
- Considerations
- Approach to Assurance

1.4 Terminology

Terminology used within this document:

Term	Description
NHS Electronic Prescription Service (EPS)	The Electronic Prescription Service (EPS) enables prescriptions to be sent electronically from a prescriber to the pharmacy and then on to the NHSBSA
NHS Community Pharmacy Contractual Framework (CPCF)	This framework commits the community pharmacy sector to the vision in the five-year deal for pharmacy to be more integrated in the NHS, provide more clinical services such as NHS Community Pharmacist Consultation Service.

2 Background, implementation and scope

2.1 Background

The 'latest start A minimum dataset is required for when a pharmacy contractor switches from one pharmacy IT system to another. CP ITG previously supported setting this out and having suppliers align to it.

For the sake of continuity of patient care, it is critical for some information to be transferred. This also ensures that pharmacy contractors meet their requirements to maintain appropriate and clinically accurate records.

2.2 Timelines

The latest start date for use of these specifications is 1st July 2024, although all IT suppliers should use it before this time wherever possible.

If upon use of these, suppliers discover further revisions or enhancement should be considered, please contact it@cpe.org.uk, and non-urgent revisions can be considered at six monthly intervals – e.g. change requests received by 30th April 2024, and change requests received by 30th October 2024.

2.3 Core Objectives

To protect patients by preventing missing health record information.

To ensure pharmacy contractors meet their obligations in regard to maintaining health records.

To help system suppliers by creating aligned standard for the creation / import / export of data and ease long term supplier workload, by having a process which can be standardised and replicated.

2.4 Functional Scope

This document covers the following functional scope

- Data transfer

At present, this process is focussed on Patient Medical Record systems such as those which deal with NHS Electronic Prescription Service. It may be expanded later to incorporate other pharmacy IT system types – for example system suppliers with an NHS assured service module relating to NHS Community Pharmacist Consultation Service and Community Pharmacy Contractual Framework (CPCF) service provision.

Community Pharmacist Consultation Service IT provider transfer processes are set out within an [NHS England switching guide](#).

3 Principles

For the sake of continuity of patient care, it is critical for some information to be transferred.

3.1 Minimum Dataset

A minimum dataset would need to become the standard which is needed to ensure a smooth transfer from one pharmacy IT system provider to another. The minimum dataset would be essential.

3.2 Business Process & Procedures

Transmission principles should be specified: that the dataset is for both import and export, within a specified format (i.e. JavaScript Object Notation (JSON)).

Some data will not be mandatory for the initial version of this specification.

3.3 Security – Role Based Access Controls

There must be no changes to existing security requirements that are currently specified for Prescribing Systems.

The dispensed medication history dataset should be enabled as read only access to information: for the pharmacy team. Consideration of making this editable, may be considered at a future time, if necessary.

Role Based Access Control currently in place for prescribers and staff, who can prescribe, maintain patient records remains as-is.

4 Requirements

This section covers the requirements for the process and core dataset that should be transferred if a pharmacy contractor wishes to transfer to another system provider.

This document will also cover any optional fields that at a later date could be transferred over.

5.1 sets out process rules for export, 5.2 sets out the process for import, 5.3 sets out the dataset.

4.1 Required process rules: export

The following are required rules for the system change.

The following requirements define the eligibility for systems change

Ref	Title	Requirement	Priority
R001	Creation of test and real system transfer dataset within timescale	<ul style="list-style-type: none"> Pharmacy contractors have been notified they should provide at minimum 14-21 day's notice of the change of supplier. If requested these must be produced by the outgoing supplier and passed to the pharmacy new supplier within no more than 21 days in JavaScript Object Notation (JSON) format: <ul style="list-style-type: none"> Test transfer dataset Real transfer dataset <p>The incoming supplier then may be able to support the pharmacy with importing of the data into the new system.</p> <p>The supplier will confirm the region: England, Wales, Scotland or Northern Ireland. This could impact how the identifier(s) data is treated.</p> <p>Suppliers must work on the basis they should export a test dataset and a real dataset for each pharmacy which moves towards another supplier.</p>	Must
R002	Creation of transfer dataset within format	<ul style="list-style-type: none"> JSON version must be exported 	Must
R003	Dataset must be able to be sent from one supplier to	<ul style="list-style-type: none"> The method and processes must be appropriately secure. This could include one or multi suitable encryption options such as FTP servers, passwords, NHSmail etc. 	Must
R004	Dataset contents	<ul style="list-style-type: none"> See section Appendix 1. 	Must
R005	Dataset column order	<ul style="list-style-type: none"> These should be ordered in a method so that any supplier can easily import. If cells are not populated with data they should be left blank. 	Must

4.1.1 Process additional export rules

None are required at this time. Some may be added in future versions of this document if required.

4.2 Required process rules: import

The following are required rules for the change.

The following requirements define the eligibility for change.

Ref	Title	Requirement	Priority
R006	Creation of transfer dataset within timescale	<ul style="list-style-type: none"> Pharmacy contractors have been notified they should provide at minimum one month's notice to the incoming supplier. If requested these datasets must be processed within no more than 14-21 days in JSON format <ul style="list-style-type: none"> Test transfer dataset Real transfer dataset <p>Suppliers must work on the basis they should import a test dataset and a real dataset for each pharmacy which has moved from another supplier to them.</p> <p>The supplier will note the region of the pharmacy: England, Wales, Scotland or Northern Ireland. This could impact how the identifier(s) data is treated.</p>	Must
R007	Creation of transfer dataset within format	<ul style="list-style-type: none"> JSON version must be able to be imported, although providing in an <u>additional</u> format if requested e.g. Extensible Markup Language (XML) and comma-separated values (CSV) aligns with the specification. 	Must
R008	Dataset must be able to be received securely	<ul style="list-style-type: none"> The dataset must be secured and transmitted safely. Generally this file will be made available to the data controller (the pharmacy). 	Must

4.2.1 Process additional import rules

None are required at this time. Some may be added in future versions of this document if required.

4.3 Required Data Set

The following are required datasets. These datasets are required and therefore the supplier will provide/use this dataset when a pharmacy contractor transfers to a different supplier.

4.3.1 Main Patient Dataset

See Appendix 1 spreadsheet csv file.

4.3.2 Optional Dataset 1 of 5: Organisation for prescription (or referring organisation)

See Appendix 1.

4.3.3 Optional Dataset 2 of 5: Organisation: Nursing Homes

See Appendix 1.

4.3.4 Optional Dataset 3 of 5: Patients

See Appendix 1.

4.3.5 Optional Dataset 4 of 5: Registered GP practice and GP

See Appendix 1.

4.3.6 Optional Dataset 5 of 5: Clinical service delivery

See Appendix 1. This is out of scope for version 1.0 but is anticipated to be incorporated at a later time.

4.4 Implementation

The dataset transmission method will need to be in the specified format to support import and export of the data. The patient information should be supplied with a single spreadsheet tab to help with the ease of transfer.

4.5 Future

Certain fields are listed as :

- Drug name in text format plus dm+d coding (additionally recognising the importance of minimising mapping error risk).
- Service delivery date, e.g. New Medicine Service (NMS) dates to ensure NMS prompts are displayed correctly.
- Other time-bound information.

5 Considerations

The following provide a set of suggested features to be taken under consideration.

These will **not** be assured.

5.1 Optional fields transfer dataset

Some fields are listed as optional. These are recommended but not mandatory for transfer.

If these can be transferred securely, safely and accurately is better for optional fields to also be included, but it is recognised that some suppliers will not transfer until this specification and the related process is more mature.

6 Further information

6.1 Related documents

This specification document references: Appendix 1 which includes the data content and formats within more detail. This can be downloaded using the link below.

[CP ITG Pharmacy system transfer spec \(Appendix 1 - dataset info and format\).xlsx](#)