

Pharmacy owner implementation checklist: NHS Respiratory Syncytial Virus (RSV) and Pertussis Vaccination Service

Once commissioned to provide the service, this checklist summarises the actions pharmacy owners need to undertake to prepare to provide it. Further information and resources to support the service can be found at [cpe.org.uk/RSV and Pertussis](https://cpe.org.uk/RSV%20and%20Pertussis).

Preparing to provide the service		Completed
1.	Visit the Community Pharmacy England website and read through the service specification , the Patient Group Directions (PGDs) , the information/documentation and the FAQs on the service so that you understand the service requirements and the resources available to assist with provision.	<input type="checkbox"/>
2.	If you have not already done so, sign up to your Local Pharmaceutical Committee (LPC) newsletter so you are made aware of any local training events on the service. Check your LPC's website to see if they have already published any details of these.	<input type="checkbox"/>
3.	Develop a Standard Operating Procedure (SOP) for the service. When developing a new SOP, include the process for escalation of any clinical and non-clinical issues identified. SOPs should also provide appropriate guidance on signposting, details for updating NHS Profile Manager and contact details of the local commissioner of the service.	<input type="checkbox"/>
4.	Pharmacy owners will need to review and on-board with the NHS-assured IT system that is required to be used for the service. Information on the IT system that will be available to support the service is available at cpe.org.uk/RSV and Pertussis .	<input type="checkbox"/>
5.	Make a training plan with the pharmacy professionals who will be providing the service to ensure that when the service starts, they are competent to provide the service and are familiar with the vaccines and the PGDs.	<input type="checkbox"/>
6.	Where required, ensure pharmacy professionals have completed face-to-face training covering injection technique and basic life support (including the administration of adrenaline for anaphylaxis) – a list of training providers can be found on the flu vaccination page of the Community Pharmacy England website . This is a periodic requirement, so it is for the pharmacy owner to determine when retraining is needed.	<input type="checkbox"/>

Preparing to provide the service		Completed
7.	Ensure all pharmacy professionals who are intending to provide the service have signed the PGD sign-up sheets.	<input type="checkbox"/>
8.	Ensure that you have documented and can provide evidence to demonstrate, if requested, the competency of staff involved in provision of the service.	<input type="checkbox"/>
9.	Ensure all relevant staff have read, understood and signed up to the SOP for the service.	<input type="checkbox"/>
10.	Brief all staff on the service so they are aware that the pharmacy will start to provide the service soon; consider using our summary briefing to assist with this. This is available at: cpe.org.uk/RSV and Pertussis	<input type="checkbox"/>
11.	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 briefing summary of the service for general practice, are available at: cpe.org.uk/RSV and Pertussis	<input type="checkbox"/>
12.	<p>Print out copies of any resources that will be used when providing the service. Resources are available at: cpe.org.uk/RSV and Pertussis</p> <p>The pharmacy must have available, relevant guidance documents, for example:</p> <ul style="list-style-type: none"> ▪ anaphylaxis telephone card (display near the phone); ▪ chaperone policy ▪ needle stick injury procedure; and ▪ guidance on infection control procedures, including use of appropriate personal protective equipment (PPE) and hand hygiene guidance. 	<input type="checkbox"/>
13.	Decide how you are promoting the availability of the service to patients. Promotional materials are available at: cpe.org.uk/RSV and Pertussis	<input type="checkbox"/>
14.	<p>Ensure you have any necessary equipment/supplies needed for provision of the service, for example:</p> <ul style="list-style-type: none"> ▪ vaccines; ▪ a spill kit; ▪ an anaphylaxis pack (check the expiry of the adrenaline ampoules, syringes and needles); ▪ patient information leaflets; ▪ any recommended PPE; and ▪ a clinical waste bin. 	<input type="checkbox"/>
15.	Sign up to Community Pharmacy England's email newsletters to ensure you don't miss out on further information on the service as it becomes available.	<input type="checkbox"/>