

Pharmacist and pharmacy technician implementation checklist: Pharmacy Contraception Service

This checklist provides suggested actions that pharmacists and pharmacy technicians can undertake to prepare to provide the Pharmacy Contraception Service (PCS). Further information on the service and resources can be found at cpe.org.uk/PCS.

	Activity	By when?	Completed
Ensure you are competent and understand the service requirements			
1.	Read the service specification and Patient Group Directions (PGD) so that you understand the service requirements. Note: At the time of publishing this checklist, the updated service specification, amended oral contraception (OC) PGDs and new PGDs for levonorgestrel and ulipristal are only in draft form and are published on the NHSBSA website . These can be referenced in preparation for the expanded service until the final documents are made available on the NHS England website.		
2.	Read the information on the Community Pharmacy England service page and the frequently asked questions page .		
3.	Ensure you have signed up to the PGDs before providing the service.		
4.	Watch the latest on-demand version of the Community Pharmacy England webinar on the PCS.		
5.	Review the mandatory and recommended training modules listed in the service specification to identify any gaps in your knowledge and to ensure you have the appropriate		

	<p>clinical skills to demonstrate your competency before providing the service.</p> <p>The training modules are available on the Centre for Pharmacy Postgraduate Education (CPPE) and/or the NHS England e-learning for healthcare (elfh) websites.</p> <p><i>Note – packages that are highly recommended are indicated by an asterisk *</i></p>		
6.	<p>Review the additional tools and training resources detailed on the CPPE NHS PCS page to see if any of these would help you to prepare to provide the service. If so, complete any required training.</p>		
7.	<p>As blood pressure measurements may need to be undertaken, review the training requirements to provide this element of the service in the 'Getting ready to provide the service' section of our Hypertension Case-Finding Service hub page.</p>		
8.	<p>Complete the practitioner declaration on the PGDs to confirm you have read and understood the content of the PGDs and that you are willing and competent to work to them within your professional code of conduct. You must sign a copy of each of the PGDs in each pharmacy where you will be providing the service.</p>		
9.	<p>Demonstrate your competency to provide the service. One way that pharmacists and pharmacy technicians can do this is by completing or updating their Declaration of Competence (DoC). Where the DoC process is used, it must be completed every two years.</p>		
Ensure you understand any local processes and have read any additional relevant service documents			
10.	<p>Read the standard operating procedure (SOP) for the service at the pharmacies you work at.</p> <ul style="list-style-type: none"> ▪ Ensure you know what role support staff will have in providing the service; 		

	<ul style="list-style-type: none"> Review your working practices to ensure that the service can be built into your routine work as well as continuing to be able to offer other services; and Ensure other relevant staff have read, understand and have signed up to the SOP. 		
11.	<p>Familiarise yourself with relevant additional service documents and guides, for example:</p> <ul style="list-style-type: none"> Service information leaflets; Pre-consultation questionnaires – which may assist to reduce the consultation contact time if your IT system does not offer any electronic pre-consultation solution; Chaperone policy; Clinic blood pressure guide; and Health promotion materials, information sources for pregnancy avoidance and advice on sexually transmitted infections. 		
12.	<p>Review the available shared decision-making contraception consultation tools.</p> <p>Consider how these may be provided to individuals, pre-consultation, to assist with consideration of contraception choices and how they be used as part of consultations.</p> <p>Details can be found in the 'Providing the service' section on the Community Pharmacy England website: cpe.org.uk/PCS.</p>		
13.	<p>Safeguarding: Ensure you have the appropriate tools to support assessment of Gillick competence and documentation of how the Fraser guidelines are applied.</p>		
14.	<p>Safeguarding: Ensure you are aware of the local safeguarding policy and have made a note of the contact details for the local safeguarding lead. Details are available via the NHS Safeguarding App and may also be available via your LPC. A template to assist with capturing this information is available at: cpe.org.uk/PCS</p>		

Make sure you can access the NHS-assured IT system			
15.	Ensure you know how to use and have log-in details for the NHS-assured PCS IT system that will be used at the pharmacies you work in.		
Awareness of local service providers			
16.	Ensure you know what your local options are to enable signposting or referrals to local sexual health services from the pharmacies you work in.		
Ensure your team are competent to provide the service			
17.	Work with the pharmacy owner to ensure all staff are aware when the pharmacy will start to provide the service, when they can book appointments from and how to do this.		
Promoting the service, providing the service and additional information			
18.	Review the available resources on the Community Pharmacy England website (cpe.org.uk/PCS) to assist with promoting the service and to support providing information to individuals about the service and any outcomes.		
19.	Confirm the website for the local integrated care board formulary to refer to when providing oral contraception supplies.		
Keep up to date on the service			
20.	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 and check their website to see if they have already published details on these.		
21.	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.		