

Pharmacy owner implementation checklist: NHS Meningococcal B (MenB) Vaccination Service

This checklist summarises the actions pharmacy owners need to undertake to prepare to provide the NHS MenB Vaccination Advanced Service.

Further information and resources to support the service can be found at cpe.org.uk/MenB.

Activity	Completed
<p>1. Visit the Community Pharmacy England website and read through the service specification, the Patient Group Direction (PGD), any additional guidance and FAQs on the service so that you understand the service requirements and the resources available to assist with provision.</p>	<input type="checkbox"/>
<p>Register to provide the service</p>	
<p>2. Notify NHS England that you intend to provide the service by completing an electronic registration declaration available via this link (seeking approval from head office, if that is applicable).</p> <p>Pharmacy owners must register by 11.59pm on 20th July 2026.</p> <p>Any registrations after the deadline will not be accepted.</p>	<input type="checkbox"/>
<p>Complete safeguarding requirements</p>	
<p>3. Ensure your vaccinators have valid Disclosure and Barring Service (DBS) certificates for an enhanced DBS check against the children’s barred list. If not, commence the process to undertake such a check.</p>	<input type="checkbox"/>
<p>Have the required processes and service documents in place</p>	
<p>4. Develop your Standard Operating Procedure (SOP) for the service. Include the process for escalation of any clinical and non-clinical issues identified. SOPs should also provide appropriate guidance on signposting and details for updating NHS Profile Manager.</p>	<input type="checkbox"/>
<p>5. Review (and print out copies, if necessary) of any resources that will be used when providing the service. Resources are available at: cpe.org.uk/MenB</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; ▪ The signs and symptoms of meningitis and sepsis poster; and ▪ Guidance on infection control procedures, including use of appropriate personal protective equipment (PPE) and hand hygiene guidance. 	<input type="checkbox"/>

Activity	Completed
Have the required equipment/supplies in place	
<p>6. Ensure you have any necessary equipment/supplies needed for provision of the service, for example:</p> <ul style="list-style-type: none"> ▪ Vaccines; ▪ Needles for administration of the vaccine; ▪ A spill kit; ▪ An anaphylaxis pack (check the expiry of the adrenaline ampoules, syringes and needles); ▪ Patient information leaflets and health promotion materials to highlight the signs and symptoms of meningitis and sepsis; ▪ Any recommended PPE; and ▪ A clinical waste bin. 	<input type="checkbox"/>
Ensure you have access to the Point of Care IT system	
<p>7. Ensure you have access to the NHS Point of Care IT system that has been selected for the service – NHS Record a Vaccination Service (RAVS) If you do not have access to RAVS, request it via: https://www.ravs.england.nhs.uk/login</p>	<input type="checkbox"/>
<p>8. Ensure your team have log-in details and understand how to use the system before the service launches.</p>	<input type="checkbox"/>
Register to obtain centralised stock	
<p>9. Pharmacy owners who have never received centralised vaccine stock for COVID-19 or Childhood flu vaccinations need to register for access to the Federated Data Platform (FDP) using the below link to be enabled to order vaccines. Sign up to FDP</p>	<input type="checkbox"/>
<p>10. Once live, log onto the FDP Supply Dashboard and check that the delivery address details are correct and place your first order for vaccine.</p>	<input type="checkbox"/>
Consider your offer – appointments and a walk-in service	
<p>11. Use of the National Booking System (NBS) is required. NBS is a free NHS England digital tool which must be used to allow patients and parents or carers to use the internet to book a MenB vaccination at a pharmacy of their choice. If you do not already have access to NBS, as part of other vaccination services, complete this NBS form to request access. Access will allow you to post appointment dates for MenB vaccinations for patients to book an appointment for their vaccination. Read more about NBS</p>	<input type="checkbox"/>

Activity	Completed
<p>12. Pharmacy owners are required to offer via NBS at least 100 appointments each month.</p> <p>Set up additional users on Manage Your Appointments (MYA), check site details and create availability for MenB appointments to be booked at your pharmacy from 20th July 2026 onwards.</p> <p>Pharmacy owners must also offer vaccination through advertised walk-in clinics via the NHS Pharmacy Services Finder.</p>	<input type="checkbox"/>
<p>Ensure your team are competent to provide the service</p>	
<p>13. Make a training plan with your vaccinators 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 vaccine and the PGD.</p> <p>There are no mandatory MenB specific training materials that must be completed by vaccinators, but links to resources that could be used in training are available at: cpe.org.uk/MenB</p>	<input type="checkbox"/>
<p>14. Review either their completed Vaccination Declaration of Competence or the National minimum standards and core curriculum for vaccination training competency assessment tool for your vaccinators to assure yourself that they are competent to provide the service.</p>	<input type="checkbox"/>
<p>15. Ensure that you have documented and can provide evidence to demonstrate, if requested, the competency of staff involved in provision of the service.</p>	<input type="checkbox"/>
<p>16. Ensure all practitioners who are intending to provide the service have read and understood the PGD, have signed the PGD sign-up sheet and that the Authorising Manager declaration has been completed.</p>	<input type="checkbox"/>
<p>17. Brief all staff on the service so they are aware when the pharmacy will start to provide the service, when patients can book appointments from and how to do this; consider using our summary briefing to assist with this. This is available at: cpe.org.uk/MenB</p>	<input type="checkbox"/>
<p>18. Ensure appropriate staff have access and know how to use MYA, FDP and RAVs.</p>	<input type="checkbox"/>
<p>19. 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/MenB</p>	<input type="checkbox"/>
<p>Consider if you will be providing the service off the pharmacy premises</p>	
<p>20. Read the additional guidance in the Provision of the service off the pharmacy premises section (under the Before providing the service drop down section) at cpe.org.uk/MenB. This will ensure any additional actions that you may need to take when providing the service have been considered.</p>	<input type="checkbox"/>

Activity		Completed
	Consent must be sought from the regional NHS England vaccination team before providing the service offsite.	
Promote the service		
21.	Before the service starts, decide how you are promoting the availability of the service to patients, parents and carers. A checklist and promotional materials are available at: cpe.org.uk/MenB .	<input type="checkbox"/>
22.	Make sure you update NHS Profile Manager so your pharmacy is showing as a provider of the service.	<input type="checkbox"/>
Keep up to date on the service		
23.	If you have not already done so, 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"/>

Daily checks when providing the service		Completed
1.	Ensure your consultation room or other area being used for vaccination is clean and tidy and clear of clutter and there are no trip hazards.	<input type="checkbox"/>
2.	Check you have sufficient equipment/supplies to provide the service.	<input type="checkbox"/>
3.	Check the fridge temperature.	<input type="checkbox"/>
4.	Check your stock of vaccine is enough for booked demand and opportunistic vaccinations.	<input type="checkbox"/>
5.	Review MYA for appointments.	<input type="checkbox"/>
6.	Check availability of an anaphylaxis pack.	<input type="checkbox"/>
7.	Message or call patients to remind them about their appointments for the following day.	<input type="checkbox"/>

Weekly checks when providing the service		Completed
1.	Conduct weekly vaccine stocktakes and log these onto FDP.	<input type="checkbox"/>
2.	Review expiry dates of stock.	<input type="checkbox"/>
3.	Place additional stock orders, where required.	<input type="checkbox"/>
4.	Review appointment availability on MYA and add new or amend existing appointments to maintain sufficient availability.	<input type="checkbox"/>