

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

This checklist details the actions that pharmacy owners need to undertake to ensure they are providing the service in line with the updated service specification. Further information on the service and resources can be found at cpe.org.uk/hypertension.

	Activity	By whom?	By when?	Completed
1.	Read the service specification , Community Pharmacy England Briefing and the FAQs on the Community Pharmacy England website (cpe.org.uk/hypertension), so that you understand the changes in service requirements.			
2.	New to the service: register to provide the service via the NHS Business Services Authority's Manage your Service portal .			
3.	New to the service: develop your Standard Operating Procedure (SOP) for the service in line with the service specification. Already providing the service: update your SOP to account for the changes in the service specification.			
4.	New to the service: Purchase appropriate monitors to provide the service in line with the service specification requirements.			
5.	New to the service: Select your NHS-assured clinical IT system to make clinical records and payment claims for the service.			
6.	Ensure all pharmacy staff providing the service are appropriately trained and competent to do so. Staff providing the service must: - Have read and understood the operational processes to provide the service as described in the service specification; - Be familiar with relevant parts of 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.			

7.	New to the service: brief all staff on the service. Already providing the service: brief all staff on the changes to the service. A pharmacy team briefing and a guide on how to recruit patients is available at cpe.org.uk/hypertension to assist pharmacy owners to engage and coach their team. Ensure all staff that will undertake parts of the service are familiar with and will apply relevant sections of the SOP.			
8.	New to the service: engage with local GP Practices and/or PCN colleagues to make them aware that your pharmacy will be providing the service. Already providing the service: engage with local GP Practices and/or PCN colleagues to make them aware of the changes in this service. Resources to support this, including a template letter / email and a summary of the service for GP practices, are available at cpe.org.uk/hypertension.			
9.	Review the available resources and ensure you have the most recent copies of these to assist with providing the service. Already providing the service: discard any old versions. Template resources are available at cpe.org.uk/hypertension.			
10.	Review how you are or intend to promote the availability of the service to patients. Posters (for you to print) and digital marketing resources are available for pharmacy owners. Resources, including a guide for the pharmacy team on how to recruit patients, are available at cpe.org.uk/hypertension.			
11.	Update your pharmacy's service details on the NHS Profile Manager. 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 Community Pharmacy England website.			
12.	If you intend to provide the service off-site, review the new requirements in the revised service specification (Annex F), download the request form and seek permission from your local Integrated Care Board before you provide any off-site provision.			