



# CPCF Checklist

Monday 19th August 2019



PSNC is working to provide as much information and as many resources as possible to help community pharmacy teams to understand the details of the new Community Pharmacy Contractual Framework (CPCF) agreement as they are finalised in the ongoing negotiations.

This email is one of a series of recommended actions for community pharmacy contractors to help you to get ready for the introduction of all elements of the five-year CPCF. There is a lot to do and details will be coming out in stages, so this email series will help guide you through the process and highlight all of the resources and support available to you.

## 4. CPCS: Check that your shared NHSmail account is in the pharmacy directory

Community pharmacies will be required to have a shared NHSmail account to deliver the Community Pharmacist Consultation Service (CPCS), but only accounts listed accurately in the NHSmail pharmacy directory will be recognised as meeting this requirement.

Whilst most pharmacies will have their NHSmail set up correctly, contractors are advised to make sure that their pharmacy's account follows the naming style:

- [nhspharmacy.location.pharmacynameODScode@nhs.net](mailto:nhspharmacy.location.pharmacynameODScode@nhs.net).

This naming style indicates your email address appears in the community pharmacy directory so that other NHS providers can find your email address more easily when they need it.

If you think that such a shared email address was set up in the past, but are no longer sure about the details, you may need to raise a technical query. The process for raising queries is set out on our NHSmail webpage at: [psnc.org.uk/nhsmailescalation](https://psnc.org.uk/nhsmailescalation).

If your pharmacy has never had a shared NHSmail account within the pharmacy directory, or you only have an 'old-style shared' account with the incorrect naming style, then you should use the NHSmail pharmacy registration portal to create a new shared pharmacy mailbox. You will also need to enter the details of pharmacy team members who will need access to the account; the first person listed within the portal will be granted 'owner' administrative rights for the shared pharmacy mailbox.

Each person listed within the registration portal will get their own new personal account (naming style: [firstname.surname@nhs.net](mailto:firstname.surname@nhs.net)), personal inbox and personal login details – all connected to the shared pharmacy mailbox. Each staff member can regularly login to NHSmail to keep their account 'active'. Read more about NHSmail and the registration process at: [psnc.org.uk/nhsmail](https://psnc.org.uk/nhsmail).

*Previous editions of this email series can be found in our CPCF hub: [psnc.org.uk/5yearCPCF](https://psnc.org.uk/5yearCPCF)*

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*Pharmaceutical Services Negotiating Committee*



14 Hosier Lane, London, EC1A 9LQ  
Tel: 0203 1220 810 | Email: [info@psnc.org.uk](mailto:info@psnc.org.uk)