Electronic Prescription Service
Preparing to Upgrade to EPS Release 2

NHS

2.

To Do	When	Done
Consider what roles staff will require on their Smartcards (who does what?) and who will be their sponsor.	ASAP	☐
Discuss self service fallback and short term access Smartcards with PCT.	ASAP	☐
Discuss your pharmacy's workflow with your system supplier (how many terminals, printers etc. will you need?).	-12 weeks	☐
Discuss training approach with your system supplier.	-12 weeks	☐
Discuss Dosettes/MDS with your system supplier.	-12 weeks	☐
Discuss NCSOs with your system supplier.	-12 weeks	☐
Discuss management of prescriptions (housekeeping) with your system supplier).	-12 weeks	☐
Ensure Smartcards are updated to EPS Release 2 card in line with PCT process.	-8 to -6 weeks	☐
Order dispensing tokens from PCT.	-6 to -5 weeks	☐
Order EPS Release 2 system.	-8 weeks	☐
Agree go-live dates with your system supplier.	-8 weeks	☐
Agree training date with your system supplier.	-7 weeks	☐
Display EPS Release 2 posters, stickers etc.	-6 to -5 weeks	☐
Confirm paper nominations by contacting patients.	-4 weeks	☐
Discuss business continuity with your system supplier.	-12 to -3 weeks	☐
Engage with local GPs to find out if they are using EPS Release 2. If not find out when they plan to move to Release 2.	-3 weeks to Ongoing	☐
Communicate go-live date to local GP sites and patients.	-3 weeks	☐
Update locum briefing pack.	-3 weeks	☐
Update business continuity SOPs.	-3 to -2 weeks	☐
Update nomination SOPs.	-3 weeks	☐
Update dispensing SOPs.	-3 to -2 weeks	☐
Update accuracy checking SOPs.	-3 to -2 weeks	☐
Update Smartcard SOPs.	-3 to -2 weeks	☐
Update claiming SOPs.	-3 weeks	☐
Update exemptions SOPs.	-3 to -2 weeks	☐
Discuss back-up/rollback plans with your system supplier.	-3 weeks	☐
Agree processes with local GPs (queries & cancelations, repeat dispensing, business continuity scenarios, split prescriptions).	-3 to -2 weeks	☐
Check dispensing tokens have arrived from PCT.	-2 weeks	☐

When column headers: -12 weeks, -11 weeks, -10 weeks, -9 weeks, -8 weeks, -7 weeks, -6 weeks, -5 weeks, -4 weeks, -3 weeks, -2 weeks, -1 week, Go-Live Day, +1 week, +2 weeks, +3 weeks, +4 weeks, Ongoing