

## New ODS Code Checklist: For New Pharmacies and Changes of Ownership

Action	Completed
<b>Assign smartcard roles for new ODS code</b> It is important you assign smartcard roles for members of the pharmacy team to ensure you have immediate access to NHS spine functionality. You can do this by using the <a href="#">Smartcard RA Form</a> or contacting <a href="mailto:edward@sefton-lpc.org.uk">edward@sefton-lpc.org.uk</a> . You will also want to assign two local sponsors (to ensure availability during annual leave and sickness) who are able to then assign access, unlock and renew cards on site.	
<b>Register for NHSMail</b> To register for NHSMail sharebox you will need to first complete the <a href="#">DSPTK</a> for the site requiring an email. You will then need to complete the form on the <a href="#">Online Registration Portal</a> and have access to the following: <ul style="list-style-type: none"> <li>▪ Achieved 'standards met' via the Data Security and Protection Toolkit (DSPT)</li> <li>▪ Your Organisation Data Service (ODS) code</li> <li>▪ Your General Pharmaceutical Council (GPhC) site number</li> <li>▪ A Data Security Protection Toolkit DSPT registered email</li> </ul> For additional support you can email <a href="mailto:helpdesk@nhs.net">helpdesk@nhs.net</a> for further support from your personal NHS email address and ask them to update your shared email. Make them aware the previous ODS code no longer exists.	
<b>Register for MYS</b> The Manage Your Service portal (MYS) is available for pharmacies in England. To register for MYS, you must be the business owner, director or previously registered with the service. To register, you must complete the <a href="#">MYS Authorization Form</a> for both the site and authorized users. The website also contains a registration and log-in guide which may be useful.	
<b>Register for NHS Profile Manager</b> You can click here to direct to the <a href="#">NHS Profile Manager registration</a> . You must use a personal NHSMail address when registering as opposed to a shared mailbox.	
<b>Register for PharmOutcomes</b> If you already have a personal PharmOutcomes account, you must register with and contact Optum Help Centre via live chat to set up a new organization. You need to have an NHSMail sharebox in place to do this.	
<b>Ensuring nominations have moved over</b> Your PMR supplier should let you know in writing once all of the nominations have been transferred across. You can check that these are as expected, by checking the pharmacy's total number of nominations after the ODS code change by referring to the 'Nominations by dispenser' spreadsheet on the	

<p>NHS England's webpage – await the relevant spreadsheet noting there is a time lag until the info is available.</p>	
<p><b>EPS ready</b> It is important to claim for a script immediately after your supplier changes the local configuration to the new ODS. This triggers the new ODS code to be flagged as EPS live on the NHSBSA system. This change will occur on the first Wednesday after the claim, and NHS website will be updated, with the ODS code showing as EPS live the Monday following (please note this time lag).</p>	
<p><b>Register for NHS Service Finder</b> You can create an account <a href="#">here</a>. Service finder now uses CIS2 authentication to log-in (e.g. your smartcard authenticator). You are advised to use your NHS Mail to create your account. Once this is complete, you should have access in 5 minutes.</p>	
<p><b>Directory of Services (DoS)</b> The <b>NHS Directory of Services</b> is a national database that holds up-to-date information about <b>all NHS-commissioned services</b> in England – including <b>pharmacies</b>, GP practices, urgent treatment centres, hospitals, dental practices, etc. <a href="#">Use these videos to help you navigate the site</a> and update your pharmacy's details</p>	
<p><b>Check what services you want to offer</b> There are numerous locally commissioned services in Sefton available for you to provide and maximize the offerings of your pharmacy. The full list can be found on the <a href="#">Community Pharmacy Sefton Website</a>.</p>	
<p><b>Out-of-stock Queries</b> MMT have now created WhatsApp MMT Hub locality groups to help with stock shortages. If you haven't been added to a group/locality, please contact the medicines management team. You will also need to keep accessible the hub proforma form, for any out-of-stock queries. <a href="#">Full information can be found here</a>.</p>	
<p><b>Note your ICB/useful contacts</b> Pharmacy Team (Cheshire &amp; Merseyside ICB) – <a href="mailto:cmpharmacy@cheshireandmerseyside.nhs.uk">cmpharmacy@cheshireandmerseyside.nhs.uk</a> PharmOutcomes – Login – Customer Support Smartcard Queries: Merseyside – <a href="mailto:IT.servicedesk@imerseyside.nhs.uk">IT.servicedesk@imerseyside.nhs.uk</a> Cheshire – <a href="mailto:mlcsu.servicedesk@nhs.net">mlcsu.servicedesk@nhs.net</a> NHS Mail queries – <a href="mailto:helpdesk@nhs.net">helpdesk@nhs.net</a> NHS Website – <a href="mailto:nhswebsite.servicedesk@nhs.net">nhswebsite.servicedesk@nhs.net</a> NHS Profile help – <a href="#">Contact us about managing an organisation's profile on the NHS website</a></p>	

<p><b>Familiarise with your Annual Requirements: (not exhaustive)</b></p> <p>Annual complaints form (even if it's a NIL return) to be submitted to cmpharmacy@cheshireandmerseyside.nhs.uk as soon as is practicable after 31st March each year.</p> <p>Data Security and Protection Toolkit (DSPT) – This must be completed on an annual basis. The date for completion will vary for each contractor.</p> <p>CPAF Screening Questionnaire.</p> <p>Workforce Survey.</p>	
<p><b>Incident reporting</b></p> <p>Contractors must report all incidents to – cmpharmacyincidents@cheshireandmerseyside.nhs.uk</p> <p>In addition, you are required to report patient safety incidents to the Learn from patient safety events (LFPSE) service – Learn from patient safety events</p> <p>CD related incidents must be reported via – <a href="http://www.cdreporting.co.uk">www.cdreporting.co.uk</a></p>	
<p><b>Local Safeguarding Procedures</b></p> <p>You can find the local safeguarding procedures linked <a href="#">here on our website</a>.</p> <p>Keep these to hand to report concerns when providing services.</p>	