eMAS Checklist

ACTION	DATE	BY WHOM	COMPLETED
1. N3 connection working			
2. Password for the digital certificate received			
3. Appropriate hardware in place to support ePharmacy requirements			
4. eMAS software ordered			
5. eMAS software loaded and training provided			
6. Dual bin printer ordered and installed			
7. eMAS stationery received / ordered (CP2, CP1 and A4 forms)			
8. Test registration and prescriptions messages sent			
9. eMAS funding claimed			
10. eMAS awareness session attended (optional)			
11. eMAS training undertaken (optional)			
12. eMAS implementation pack completed (optional)			

USEFUL CONTACTS	Contact Name	Contact Number eMail
My PMR supplier is : (or Head Office help desk for multiples)		

The NSS ePharmacy Help Desk is: (for technical queries)	**0131 275 6600** **PSDHelp@psd.csa.scot.nhs.uk**	

My local Pharmacy Practitioner Champion is: (for local contract implementation queries)		

My local IM&T Facilitator is (for IM&T queries)		

My local contact for ordering MAS stationery is		

My contact details for the local Out of Hours professional to professional hub is		

The new community pharmacy contract web site is	**http://www.show.scot.nhs.uk/communitypharmacy**

Explanatory Notes

1. N3 connection working	A simple test to check if your N3 connection is up and running is to access the community pharmacy web site or send an email. *If your N3 connection does not work or seems unduly slow you should contact the NSS ePharmacy Help desk.*
2. Password for the digital certificate received from SPGC	SPGC are distributing a password which will activate the digital certificate in your PMR system. This will authenticate and protect all the electronic messages sent to and from your PMR system from the ePharmacy Store. Please note that: • The distribution of your password is linked to the roll out of each PMR systems supplier's software so if you have not yet received your password it will follow shortly. • Some of the pharmacy multiples are distributing their own digital certificates and passwords. *If you do not receive your password in due course you should contact the NSS ePharmacy Help desk.*
3. Appropriate hardware in place to support ePharmacy requirements	You need to have the appropriate PMR system hardware to support the ePharmacy requirements. This information is detailed in NHS HDL (2005) 34 and Circular PCA(P)(2005)1. The minimum initial specification requires to be as follows: • Windows 2000 or Windows XP; • At least Pentium 350MHz processor; • At least 256Mb of Memory; • At least 4Gb Hard Drive; • Backup Device for backing up PMR and adapter databases; • Network Interface Card (required for N3 connection); and

	- A dual bin mono laser printer, that can take multi-sized paper (not just be configurable for regular paper sizes such as A4, A5 etc.) *If you have any queries regarding your PMR system specification then you should contact your PMR system supplier.*
4. eMAS software ordered	Your PMR system supplier may have already contacted you about ordering your eMAS software. This software is required to support eMAS delivery. *If you do not have the software or have not been contacted by your PMR supplier then you should contact them directly and discuss a suitable time in order to ensure that you have your system eMAS enabled for 31 March 2006.*
5. eMAS software loaded and training provided	Having received your software your PMR system supplier will inform you of the mechanism to load your new software. PMR suppliers will be providing training and support on using the software. Each system supplier has their own process in place e.g. face to face, web based or telephone support. *Ensure that you know what you need to do to load your software and that you and your support staff (and locums) are familiar with using the software. Your IM&T facilitator will also be able to help you with this.*
6. Dual bin printer ordered and installed	You will need a dual bin printer in order to print your CP2 registration and consultation forms for eMAS. A payment of £450 per contractor was provided towards upgrading PMR system hardware, for example towards the cost of a printer, as advised in circular PCA(P)(2005)1. *If you do not yet have a dual bin printer then you should contact your PMR system supplier who will be able to provide you with a printer of appropriate functionality. The £450*

	funding was received with your March 2005 payment schedule.
7. eMAS stationery received / ordered (CP2, CP1 and A4 forms)	The CP2 form is used for both registering and consulting for MAS. Your NHS Board will keep supplies of all the stationery forms and will send you an initial batch. The CP1 and A4 forms are for manual registrations and should only be used **in exceptional circumstances.** Manual registration should only take place if you are unable to print the CP2 forms *You should ensure that you have supplies of all the appropriate stationery and that you always have sufficient CP2 forms in stock. You may wish to note the time needed to order and receive additional supplies from your Board.* **If you ever have to use the manual CP1 and A4 forms you must notify the NSS ePharmacy help desk in advance.**
8. Test registration and prescriptions messages sent	Once your software has been loaded and activated you should complete a test registration and consultation. The following details should be used for the patient in the test registration: Forename: Mickey Surname: Mouse Address: <Your Pharmacy address> Postcode: <Your Pharmacy postcode> Sex: Male Date of Birth: 1/1/2000 This will return a 'pending' registration result. You should then proceed to perform a consultation for 'advice only' using Mickey Mouse. The test registration and consultation should be printed on the CP2 forms if they are available in your pharmacy or plain paper. The test registration and advice consultation forms should be submitted with the proforma when claiming eMAS funding. (See point 9)

	Your PMR systems supplier should ensure that this is completed. Your IM&T facilitator can also help you with this if required.
9. eMAS funding claimed	Funding of £500 as a further contribution to IM&T infrastructure requirements associated with the new contract is available on successful loading and testing of eMAS software and hardware. *On completion of a test registration and consultation for eMAS the proforma attached to PCA(P) Circular (2005) 19 should be completed and forwarded to your NHS Board who in turn will send it to NSS for payment purposes. You can access and print another proforma from the web site.*
10. eMAS awareness session attended (optional)	Your NHS Board should be running an eMAS awareness session/s. *You and any appropriate support staff should attend your local session. Your pharmacy champion and IM&T facilitator will also be able to advise you on eMAS.*
11. eMAS training undertaken	NES Pharmacy is running an additional national day on eMAS (12 March). In addition a CD Rom will be available through the NES eMAS Implementation pack. *You should consider attending one of these events. Your pharmacy champion and IM&T facilitator will also be able to advise you on eMAS.*
12. eMAS implementation pack completed	NES Pharmacy will be distributing an eMAS implementation pack to your pharmacy. You should familiarise yourself with its contents

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