Community Pharmacy Lateral Flow Device Distribution Service
Pharmacist checklist for service

This checklist outlines the main tasks to complete before providing the COVID-19 Community Pharmacy Lateral Flow Device Distribution Service
'Pharmacy Collect NI Phase Two'
** Please note this list is not exhaustive**

When providing the service, Contractors and or Responsible Pharmacists must		Completed
1.	Visit: Community Pharmacy COVID-19 Lateral Flow Device Distribution Service (Pharmacy Collect NI) (hscni.net) and read through information / documentation and familiarise yourself with the resources available including the current service specification.	☐
2.	Ensure appropriate indemnity arrangements are in place	☐
3.	Ensure the pharmacy has access to HSC secure email and has processes in place for it to be checked on a regular basis (in case of urgent emails relating to recalls, safety issues etc.)	☐
4.	Ensure i. There is an up-to-date Standard Operating Procedure (SOP) in place to support delivery of the service in line with the service specification. ii. That staff involved in the service read and understand and signed up to the SOP for the service, plus any subsequent updates, for the pharmacy in which they work. iii. Pharmacists and support staff know what role they each have in providing the service	☐ ☐ ☐
5.	Place an order for test kits from the contracted distributor and identify a suitable location for their storage. Test kits need to be stored away from members of the public, stock for private sale and direct sunlight. The temperature range for general storage is between 2°C and 30°C.	☐
6.	Brief all staff on the service and any subsequent updates. A pharmacy team briefing sheet is available (see BSO link).	☐
7.	Print out copies of any resources and paper records you will use when providing the service. Template forms and resources are available at the BSO link	☐
8.	Display the service poster if available	☐
9.	Provide patient information leaflet with each transaction (if available)	
10	Regularly check HSC email for updates to service, as per point 4 above.	☐