

# Summary Care Record

## Access Guidance for Locums in Community Pharmacy

### Introduction

There are many pharmacy professionals who are assigned a generic organisational role on their smartcards. This is known as different terminology across the country, such as ‘the locum code’, ‘5F code’, ‘ODS FFFFF’, ‘national FFFFF locum code’.

Where locums work in regular pharmacies, then they should apply for SCR role additions to their smartcard specific to these pharmacies’ ODS codes (e.g. F1234). They will then log on to SCR using the specific site ODS code rather than logging on with the generic code.

Registration Authority guidance advises this approach normally be applied for pharmacy professionals working in up to 5 pharmacies<sup>1</sup>.

However, it is recognised that some pharmacy professionals will need to have SCR access enabled on the generic locum code. This will allow them to then access SCR in any pharmacy that is live with SCR in which they work.

### How does a locum get SCR access enabled on their smartcard?

The detailed step by step process on how locums gain approval for, and then get SCR access enabled on their smartcard is detailed below:

1. CPPE E-learning is completed [www.cppe.ac.uk/programmes/I/Summary-E-01](http://www.cppe.ac.uk/programmes/I/Summary-E-01)
2. Application form for addition of SCR roles to the smartcard is completed <https://nhs-digital.citizenspace.com/comms-iau/60a88897>
3. Depending on the application details, NHS Digital will then approve the addition of the role to the locums smartcard with (i) the local Registration Authority (RA), (ii) the National RA for FFFFF role additions, or (iii) both.
4. NHS Digital will copy the RA request email to the locum. It may take a few days for roles to be applied. The locum may contact the RA if the role has not been applied after one week. <https://digital.nhs.uk/Registration-Authorities-and-Smartcards/Service-provider-contact-details>
5. Locum can then access SCR. Guidance on how to access SCR can be found in the [Quick Reference Guide](#) and is also referenced in the CPPE learning (action 1 above).

### PLEASE NOTE:

You must **ONLY** access patients’ SCRs at pharmacies which are live with SCR, and you **MUST** adhere to the Standard Operating Procedures in place at that pharmacy.

<sup>1</sup> Note : There is no rule “stop at ‘five’ – then add the FFFFF code”. FFFFF code must only be applied where there is a justified and defined business need for what is termed ‘short notice’ attendance at pharmacy locations.

Any questions, please contact [scrpharmacy@nhs.net](mailto:scrpharmacy@nhs.net)

For further information see <https://digital.nhs.uk/summary-care-records>