**Re: Primary Care Network Community Pharmacy Lead**

Dear All

This is to introduce myself as your new **Community Pharmacy Primary Care Network Lead**. I would like to start by providing an overview of the role and establish how, with your support, we can easily communicate. I would also like to provide you with some initial information on what pharmacies who wish to be able to complete the Primary Care Network (PCN) Pharmacy Quality Scheme (PQS) domain need to do.

As your Pharmacy PCN Lead, my responsibilities include:

* providing leadership for the community pharmacies in the PCN to help them collaborate and engage with the PCN;
* developing relationships and working closely with the PCN Clinical Director, other PCN Pharmacy Leads in nearby PCNs, other clinical leadership stakeholders working with the PCN, local commissioners and [Community Pharmacy Hertfordshire](https://hertslpc.org.uk/);
* working closely with all of you and your teams to discuss, understand and be able to describe how community pharmacies within the PCN can support the PCN to achieve local targets, aligned to national NHS priorities; and
* managing any conflicts of interest and maintaining the confidentiality of any PCN information shared with me on a confidential basis.

As part of the role, I will share feedback on any meetings I have with the PCN and will work with Community Pharmacy Hertfordshire to develop and progress any service opportunities identified by the PCN that the majority of pharmacies in the PCN jointly agree they want pursued.

I understand that as a Pharmacy PCN Lead, my role is to represent the views of all the community pharmacies in the PCN and not those of my business or my personal interest. I will therefore act in accordance with both my responsibilities and the above principles.

To ensure we are able to communicate effectively with each other, I propose that we use the gaggle email [*enter the email address available on the* [*CPH website*](https://hertslpc.org.uk/your-area/primary-care-networks-pcns/) *as part of the PCN mapping*] a combination of email and WhatsApp to communicate. I propose that WhatApp is used for quick messaging and email is used for all main communications regarding PCN activity.

To enable WhatsApp, could I request the following information **a mobile phone number that you are happy to be included in the PCN Community Pharmacy WhatsApp group.**

PSNC has produced information about PCNs and there are a number of resources available on their website via the [**PCN Hub page**](https://psnc.org.uk/the-healthcare-landscape/primary-care-networks-pcns/).

On the topic of this year’s PQS, for all the pharmacies that wish to complete the PCN PQS domain, you will be aware that **to meet the requirements of the PCN domain**, pharmacies must be able to:

* *Declare that they have engaged with the Pharmacy PCN Lead and agreed to be involved in increasing the uptake of flu vaccinations to patients aged 65 and over by the provision of flu vaccinations; and*
* *Administer at least 30 NHS flu vaccinations to eligible patients (not just those aged 65 and over), between 1 September 2021 and 31 January 2022;*
* *Declare the name of the PCN to which they have aligned;*
* *Declare the name of the appointed Pharmacy PCN Lead for the PCN; and*
* *Declare the pharmacy name and ODS code for the Pharmacy PCN Lead.*

While the Pharmacy PCN Lead must:

* *Declare that they have engaged with the PCN Clinical Director to agree how community pharmacies in the PCN will collaborate with general practices to increase the uptake of flu vaccinations to patients aged 65 and over;*
* *Administer at least 30 NHS flu vaccinations to eligible patients (not just those aged 65 and over), between 1 September 2021 and 31 January 2022;*
* *Declare the ODS codes of the pharmacies who have engaged in the process for increasing the uptake of flu vaccination to patients aged 65 and over;*
* *Declare that they are the appointed Pharmacy Lead for that PCN;*
* *Declare the name of the PCN; and*
* *Declare that the Pharmacy PCN lead has notified the Local Pharmaceutical Committee in which the PCN lies that they are the appointed Pharmacy Lead for the named PCN.*

If you want to participate in this PQS domain, as the Pharmacy PCN Lead, I will need to work closely with you and the broader local system to discuss and agree how our community pharmacies will support the aim of increasing the number of flu vaccines administered to people 65 years and over.

To achieve this, for contractors that wish to participate in completing the PCN domain, I will need them to complete the relevant parts of the attached data form that will enable me to start to build a collated plan to then aid our discussion.

I would like to suggest that we meet virtually to hold these discussions and have identified the following three dates and times as a potential date to hold this meeting:

[enter three dates and times at least a month from the date of the email sent].

**Please could you complete and return the attached data form with your contractor information and the preferred date of when you could attend a contractor meeting** to me by the deadline of [enter the date two weeks from email sent]. It is the responsibility of contractors that want to be able to claim for this domain to both provide the requested information and attend the contractor discussion that I will organise.

Attached is a contact information sheet that outlines information about our PCN that you may find useful to complete and refer to as part of meeting PQS in 2021-22 for your pharmacy.

If you have any questions or would like to discuss any of the matters further, please feel free to contact me directly.

Yours sincerely

[Your Name]

**Pharmacy PCN Lead**

Phone: [Phone number]

Email: [email address]