



**Dorset  
Clinical Commissioning Group**

NHS Dorset Clinical Commissioning Group  
**Locum Policies for Smartcards**



**Supporting people in Dorset to lead healthier lives**

# 1. Requesting Locum Access

1.1 The Pharmacist requesting access works for a chain such as Boots or Lloyds etc: In these instances, a supporting email from the manager confirming the requestor does require Locum access should suffice. The email should be from an official email address.

1.2 The Pharmacist is registered with a Locum Agency: In these instances, a Pharmacist should be able to obtain a supporting email or letter from their agency on official heading.

1.3 The Smartcard user must provide us with their contact email address and telephone number.

Without the above, the Smartcard Support team are unable to add Locum access.

# 2. Length of Access

The Locum access will be granted for 2 years. After 2 years, the Smartcard Support team will attempt to contact the user via the email or telephone number provided. We will then require either 1.1 or 1.2 as proof that the Locum position is still needed. Failure to provide this will result in the Locum access being removed. If the Smartcard Support team are unable to contact the user after various attempts, the access will automatically be removed.

The Pharmacist should contact the Smartcard Support team if their circumstances change and are no longer a Locum

# 3. SCR Access

If a Pharmacist or Technician is requesting access to SCR, this **must** be requested through NHS Digital (<https://nhs-digital.citizenspace.com/comms-iau/60a88897/>)

If you already have SCR access enabled on your smartcard, the Smartcard Support team can add SCR access to another pharmacy or locum on receipt of the CIS Form – Assign Position (requested from the Smartcard team). You **must** already have SCR and Locum access enabled on your card **or** have the SCR access enabled and points 1.1 or 1.2 in order for us to add the Locum SCR access.

Any SCR questions should be reported to [SCRpharmacy@nhs.net](mailto:SCRpharmacy@nhs.net)

**Please Note:** You must **ONLY** access patients' SCRs at Pharmacies which are live with SCR and have a Privacy Officer (SGP) in place. You **MUST** adhere to the Standard Operating Procedures in place at that Pharmacy.

Name of Pharmacist requesting Locum Access:

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Signed and dated:

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