

## Contractor checklist: implementing the Discharge Medicines Service

This checklist will help contractors identify what they need to do to prepare to provide the Discharge Medicines Service (DMS) from 15th February 2021. Further information on the service can be found on [the PSNC website](#).

	Activity	By whom?	By when?	Completed
1.	Read the NHSE&I regulations guidance and the NHSE&I DMS toolkit, so that you understand the service requirements.			
2.	Ensure any pharmacists or pharmacy technicians (including locums) that will be undertaking the service also read both those documents. Encourage them to also undertake the CPPE DMS e-learning and assessment.			
3.	Find out which Trusts in your area are already making referrals to community pharmacies following patients' discharge and which will be starting this in due course. Your LPC or regional NHSE&I team will be able to provide this information to you.  If it is likely that referrals will not start to be received soon after the service commences, contractors may need to refresh the knowledge of staff regarding the service once referrals do commence.			
4.	Consider the practicalities of providing the service, including the conversation with the patient and /or their carer in stage 3 and how you will be able to undertake that remotely, where the patient cannot visit the pharmacy. Also think about your referral networks to general practices and how clinical pharmacists within your Primary Care Network may be able to assist with issues you have identified with a patient's medicines regimen.			
5.	Develop a Standard Operating Procedure (SOP) for the service. Make sure this includes the process by which referrals from Trusts will be received, how staff can access these referrals and the regularity of checking for new referrals.			
6.	Ensure all staff that will undertake parts of the service are briefed on the service and their role, and they are familiar with relevant sections of the SOP.			
7.	Once pharmacists and pharmacy technicians have undertaken the activity in point 2 and they are confident that they fully understand the service requirements and how it will operate in the pharmacy, they should complete the DMS Declaration of Competence and provide a copy of the completed document to the contractor.			