

To: All Community Pharmacists

Tel : 028 9536 3375
Fax : 028 9536 1166
Web Site :
www.hscboard.hscni.net

18th January 2019

Dear Colleague

**GRANT FUNDING ALLOCATION – CONNECTING CP TO THE HSC
NETWORK – UPDATED DOCUMENTATION**

Please find enclosed an updated version of the Grant Funding Allocation – Connecting CP to the HSC Network. Please use this version and discard the version issued on 14 January 2019.

If you would like to discuss any aspect of this grant funding allocation, please contact your Practice Support Manager in your local HSCB Office in the first instance

Yours sincerely,



Joe Brogan
Assistant Director of Integrated Care
Head of Pharmacy and Medicines Management

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Connecting Community Pharmacy to the HSC Network

Grant Funding Allocation

January 2019

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1. Background

For the community pharmacy transformation programme to succeed, ICT reform is required. As part of this reform, funding is being made available to community pharmacies to help prepare for connection to the BSO Secure Web Portal which will provide community pharmacy with access to a variety of electronic services such as the Northern Ireland Electronic Care Record (NIECR), HSCNI secure email and the FPPS Pharmacy Payments System. This will be accessed via a secure network connection using a Cryptocard.

2. Grant outline

The purpose of this grant funding allocation is to support community pharmacy in their preparation for connection and integration to the HSC network.

3. Grant description

The Pharmacy must be approved by the HSCB. This is via a declaration signed by both the HSCB and the pharmacy.

3.1 Equipment /software requirements

In order to ensure the community pharmacy network is enabled to deliver a successful connection to the BSO Secure Web Portal, pharmacy contractors must ensure that the equipment/software used in the pharmacy meets the following minimum requirements for connection:

- At least 1 PC running a compatible version of Microsoft Windows. At present only the following Windows versions are accepted:
 - Windows 7 (32 and 64 bit versions)
 - Windows 8 or 8.1 (32 and 64 bit versions)
 - Windows 10 (32 and 64 bit versions).
- Working Internet connection.
- Internet Explorer program installed on your PC. All users are advised that Version 11 is the only version of Internet Explorer recommended by BSO for external connection as it is the only version currently supported by Microsoft. No other web browsers are currently compatible for allowing external connection.

- An up-to-date and active anti-virus program installed. Please see attached current list of approved anti-virus software.

An information guide detailing how to check the above requirements is included in Appendix 2.

3.2 Audit

- Pharmacy contractors must carry out a self-audit of currently installed system software structure and where necessary, procure any equipment/software needed to meet the minimum requirements for connection.
- The audit for completion is included in Appendix 1.

3.3 Secure connection

Community pharmacy contractors must adopt the Cryptocard provided to access a secure network connection, which will facilitate the following:

- Connection to HSCnet
- Receiving Drug Alerts electronically
- Secure email to facilitate information exchange between community pharmacy and other providers
- Secure email to facilitate the implementation of new services
- Access to NIECR in community pharmacies
- FPPS Payment Portal
- Regular system updates

4. Remuneration

Payment of £3,000 is available to each community pharmacy contractor upon submission of Appendix 1 – Pharmacy IT Audit, Declaration & Claim Form to your local HSCB Office by 31st January 2019.

Please Note: This grant is provided from transformation funding made available for 2018/19 only. Payment cannot be made for any claims made after 31st March 2019.

5. Cryptocard

Once the completed form (Appendix1) has been returned, the pharmacy will be sent a Portal User Agreement. Upon submission of signed User Agreement, a pharmacy visit will then be organised to deliver your Cryptocard and establish a connection to the BSO Secure Web Portal. An information pack will be provided and system access will be demonstrated at this visit.

Community Pharmacies must establish a successful connection within 1 month of receiving the Cryptocard.

6. Verification and Clawback

The HSCB will be monitoring compliance with these requirements, in particular the establishment of a successful connection within the agreed timeframe. Where the HSCB identifies failure to comply, the HSCB reserves the right to recover all, or part of, this grant funding.

**Connecting Community Pharmacy to the HSC Network
Grant Funding Allocation
Pharmacy IT Audit, Declaration & Claim Form**

Pharmacy Details

Contractor Number	
Pharmacy Name	
Pharmacy Address	

System Audit Details

PC running a compatible version of MS Windows	Yes / No
Version of Windows on PC	
Working Internet connection	Yes / No
Version 11 of Internet Explorer on PC	Yes / No
Approved Anti-Virus Program on PC	Yes / No
Name & Version of Anti-Virus Program	

Declaration of Compliance

I confirm that the above named pharmacy meets the minimum requirements to connect to the Pharmaceutical Secure Web Portal.

I confirm that the above named pharmacy does not currently meet the minimum requirements to connect to the Pharmaceutical Secure Web Portal, but will procure the necessary hardware/software to do so before 28 February 2019.

I understand that by claiming this funding, the pharmacy is committing to using the secure web portal as described in the grant funding allocation, and must establish a successful connection within 4 weeks of receipt of the pharmacy Cryptocard. I understand that if a successful connection is not made within 4 weeks, the HSCB reserves the right to recover all, or part of, this grant funding via an adjustment to the pharmacy's BSO payment account.

Signed on behalf of the pharmacy: _____

Position: _____ **Date:** _____

**This form to be returned to your Practice Support Manager at your
local HSCB Office by 31st January 2019.**

Signed on behalf of the HSCB: _____ Date: _____

Guidance on how to check minimum system requirements

How to Check Version of Microsoft Windows:

1. On the taskbar at the bottom of your screen, click Start
2. Then click Run
3. In the Run dialog box, type winver
4. Click ok
5. A dialog box displays the version you are running

How to Check Internet Explorer Version:

1. Open Internet Explorer.
2. Click the Settings gear or Help.
3. Click About Internet Explorer.
4. Look for the "Version:" number.

How to Check Antivirus Software:

1. Click on the 'start menu'
2. Select control panel and change view setting to 'Large Icons'
3. Click on 'Action Centre'
4. Click on 'Security' dropdown heading to reveal Antivirus Software (software version can often be checked by clicking on your Antivirus icon on taskbar at bottom of screen)

Approved Antivirus Software

A list of approved antivirus software can be accessed via the following link:

<http://www.hscbusiness.hscni.net/services/2799.htm>

Local HSCB Office Addresses – Please return your completed Appendix A form to your local office, marked for the attention of the Pharmacy PSM.

Eastern HSCB Office
(Belfast and South East Areas)
12-22 Linenhall Street
Belfast
BT2 8BS

Northern HSCB Office
County Hall
182 Galgorm Road
Ballymena
BT42 1QE.

Southern HSCB Office
Tower Hill
BT61 9DR.
Armagh

Western HSCB Office
Gransha Park House
15 Gransha Park
Clooney Road
Derry
BT47 6FN.

Enquiries

If you would like to discuss any aspect of the pharmacy IT grant funding allocation process, please contact the Practice Support Manager in your local HSCB office in the first instance.