



NEW CONTRACTOR GUIDANCE DOCUMENT

If you have taken on a new community pharmacy at Kent and Medway – Congratulations on your new business and a warm welcome from the Community Pharmacy Kent formerly called the Kent Local Pharmaceutical Committee (LPC). The LPC represents all the Community Pharmacy Contractors in Kent and Medway on all NHS matters relating to community pharmacy – Essential Services, Advanced Services, Local Enhanced Services, and applications for new contracts.

We have put together below answers to a few common questions we receive from new contractors but if there is anything else we can help with please don't hesitate to contact us.

Name	Role	Contact Number
Mark Anyaegbuna	Chief Executive Officer	01634649101
Adeyinka Jolaoso	Service Development Manager	01634649101
Priya Mattu	GPCPCS/DMS Project Lead	01634649101
Kayleigh Wright	PA/Business Administrator	01634649101

For the list of all the committee, Please click on this link [here](#)

For the list of pharmacies and map across Kent and Medway, Click on this link [here](#)

For the list of the PCN lead in Kent and Medway, please click on this link [here](#)

New Contractor FAQs

How can I set up my NHSmail shared email account?

To obtain a shared NHS mail account for your pharmacy, go to the community pharmacy NHS mail registration portal [here](#). If you are having technical difficulties, please email pharmacyadmin@nhs.net

How can I set up/update the NHS Profile for my pharmacy?

You can sign in or register using your personal NHS email address [here](#)

Who can I contact about Smart Cards?

To obtain Smart Cards or for Smart Card issues, contact the Registration Authority Team by clicking [here](#)

Who do I contact about Clinical Waste Management?

Anenta undertake all management of pharmaceutical waste on behalf of all community pharmacies in Kent and Medway. To register please click [here](#).

How do I contact the NHS Local Area Team?

There is no telephone number for the NHS Local Area Team,` all queries regarding the NHS Contract should be emailed to: frimleyicb.southeastcommunitypharmacy@nhs.net

Where can I find out about Locally Commissioned Services?

Details of currently commissioned services, including service specifications are available on our website.

Health Care Partnership (HCP)	Locally Commissioned Service Available
Dartford Gravesham and Swanley	Dartford Gravesham and Swanley (DGS) – Community Pharmacy Kent (Kent LPC)
East Kent	East Kent – Community Pharmacy Kent (Kent LPC)
West Kent	West Kent – Community Pharmacy Kent (Kent LPC)
Medway and Swale	Medway & Swale – Community Pharmacy Kent (Kent LPC)

How do I arrange for Controlled Drug (CD) Destruction?

NHS England now manages requests for CD destruction and other CD management via the CD Reporting website at. Click [here](#)

How do I sign up for Drug alerts and MHRA recalls?

You can sign up to the MHRA drug recall by clicking [here](#) to register so you can start receiving the alert and notification.

How do I sign up to Nationally Commissioned Services and claiming for prescriptions?

You need to contact the NHSE on 01912325371, Once you are set up, you can add other user by clicking on the add user icon on the MYS page.

What Local Training is available?

The LPC subscribes to the Virtual Outcomes training platform which provides our pharmacies access to a suite of online training resources. To access, simply enter your ODS Code [here](#)

What local Communications do you provide?

Website – Our website at [Community Pharmacy Kent \(Kent LPC\) – Community Pharmacy Kent](#) provides you with key useful information to support you in your practice.

Newsletter – We publish a weekly newsletter every Friday with key messages, reminders, and details of events as well as a bimonthly service newsletter. Our communications are sent to your shared NHS mail addresses but if you would like to add additional email contacts for your team or head office, then subscribe to the newsletter by clicking [here](#)

Messaging Group – We have a Whatsapp group which is open to Kent and Medway contractors and pharmacy team. To join the group, email your whatsapp contact number to admin@kentlpc.org.uk