



News Alert

Wednesday 19th December 2018



PSNC guidance on meeting IG requirements

PSNC has developed and this week published a series of guidance documents to assist community pharmacy contractors as they work towards their information governance (IG) declaration for 2018/19. Previously known as the IG Toolkit, this year contractors must complete the new 'Data Security and Protection Toolkit' **no later than 31st March 2019**.

PSNC and NHS Digital have been working together on the development of the Toolkit and NHS Digital have informally endorsed the information in the *Toolkit completion: Overview*.

As part of this work PSNC achieved agreement with NHS Digital in key areas which will significantly reduce the work contractors need to do to complete the Toolkit. Firstly, any contractor who completed our [General Data Protection Regulation \(GDPR\) Workbook](#) earlier this year can simply tick a box to confirm this and around half of the questions will be auto-completed. Secondly, with support from a number of PMR suppliers, many contractors will have access to information to help answer up to 12 technical questions.

PSNC has made our guidance materials available to contractors as soon as possible and would encourage contractors to consider this annual requirement in their planning as it coincides with a number of other events, including the introduction of the Falsified Medicines Directive (FMD) and the Quality Payments review point.

PSNC guidance documents

[Toolkit completion: Overview](#) – this outlines six steps to complete the Toolkit.

[Toolkit completion: Question-by-question guidance \(mandatory questions\)](#) (PDF version) – this can be used to work your way down the Toolkit questions from top to bottom completing the mandatory questions not already marked completed.

[Toolkit completion: Question-by-question guidance \(all\)](#) – this Excel spreadsheet, covering all mandatory and optional questions, provides an alternative to using the PDF.

Next steps

PSNC recommends that contractors register now, take a look at our guidance documents, as time allows, and start to get familiar with the new Toolkit.

Some pharmacy contractors may consider it beneficial to finish the Toolkit questions after:

- a. their PMR supplier may have added some relevant information against some technical questions (scheduled for mid-January 2019); or
- b. the batch submission feature (for owners of multiple pharmacies) has been made available in early 2019.

Community pharmacies are expected to meet all mandatory evidence requirements which means that all questions marked as mandatory must be completed. The Toolkit has been significantly updated to incorporate GDPR and the National Data Guardian's [Ten Data Security Standards](#) for the healthcare sector.

Further information is available in the *Toolkit completion: Overview*.