

Thank you for volunteering to become a PCN Community Pharmacy Leads (PCN CP Lead). Please see below information about the role and some immediate actions we would like you to undertake.

Role and Responsibilities

The role of the PCN CP Lead is to represent all community pharmacies within the designated PCN area by attending PCN meetings, gathering information on behalf of the pharmacies and sharing that information. As the role of PCN's develop and mature, we anticipate that the role of the PCN CP Lead will also develop to become a champion of community pharmacy within the PCN, helping to ensure Community Pharmacy plays a significant role in delivering healthcare services within the community.

As PCN CP Lead your immediate responsibilities are:

- **Attendance at PCN meetings**
Meetings usually take place monthly or every other month during normal working hours.
- **Provide a report following a meeting**
Following each meeting attended, you are required to provide a report to CPWY using PharmOutcomes.
- **Update pharmacies within the PCN area**
Following meetings and on other occasions as required, you will provide pharmacies within the PCN with information and updates using the Gaggle Group email. The Gaggle Group is a group email including the PCN pharmacies and selected personnel at CPWY.

Actions Required on Appointment as PCN CP Lead

Action Point	Details	Information	Tick when completed
1. Complete and return the required forms	<ul style="list-style-type: none"> • Declaration of Interest • Statement of Principles • Consent to Share NHSmail Address 	Forms are included within your PCN CP Lead Introduction Support Pack.	
2. Read the PCN CP Lead Introduction Support Pack	The PCN CP Lead Introduction Pack will be emailed to your personal NHSmail address following you becoming a PCN Lead.	The documents within the introduction pack can also be found on the CPWY website here .	
3. Introduce yourself to your fellow PCN CP Lead colleagues	Send an email to introduce yourself using the Gaggle Group email address: pch-leads@gaggle.email	Please note, all emails sent to the PCN Leads Gaggle Group need to be sent from your personal NHSmail address .	

Action Point	Details	Information	Tick when completed
4. Introduce yourself to the other pharmacies within your PCN area.	Send an email using your PCN Gaggle Group email address. A template email for you to use can be found on the CPWY website here .	If you need to find out your PCN Gaggle Group email address, please refer to the PCN Lead list on the CPWY website here .	
5. Introduce yourself to the PCN Clinical Director	A template email for you to use can be found on the CPWY website here .	Keep a record of this contact/email as required as evidence for PQS verification.	

Payments

Funding must always be sought directly from the PCN before a claim is made to Community Pharmacy West Yorkshire.

Funded Directly from the Primary Care Network

Some PCNs will fund backfill costs for attendance at PCN meetings. CP PCN Leads are asked to discuss with their PCN if they will provide backfill for attendance at the meetings. This would probably be best raised with the chair of the PCN.

Meeting Fee

Where funding directly from the PCN is not available, a meeting fee of £120 can be claimed from Community Pharmacy West Yorkshire per PCN meeting. This fee is to cover at least 4 hours backfill and provide time to carry out all the requirements of the PCN Lead role as outlined in this document. This includes, but is not limited to, meeting preparation, attendance, feedback to Community Pharmacy West Yorkshire, engaging with pharmacies within the PCN, travel time, expenses and active involvement with the PCN Gaggle Group. This payment is limited to one per month for attendance at the main PCN meeting.

Payment will only be made where fully completed meeting feedback (on PharmOutcomes) and Community Pharmacy West Yorkshire Expenses Claim Form has been submitted. Feedback and claims must be submitted to Community Pharmacy West Yorkshire within 4 weeks of the meeting date otherwise the claim will not be paid.

Additional Meetings / Work

Payment can also be claimed for relevant task and finish groups and additional meetings. Additional work will be paid at £30 per hour but must be authorised in advance. See the PCN CP Lead Guide [here](#) for further information.

Further Information

Further information about Primary Care Networks can be found on the Community Pharmacy West Yorkshire website at <https://www.cpw.org/pharmacy-contracts-services/primary-care-network/primary-care-network-lead-pcn-lead-resource-centre/> and at the PSNC website via the link <https://psnc.org.uk/the-healthcare-landscape/primary-care-networks-pcns/>.