

## **Community Pharmacy Assurance Framework (CPAF) – arrangements for 2018/19**

12<sup>th</sup> June 2018

### **To all Community Pharmacies in the Wessex area**

To ensure that patients and members of the public receive safe, effective and high quality pharmaceutical services, NHS England has processes in place to monitor compliance by pharmacy contractors, who are included in one of NHS England's pharmaceutical lists, with the terms of service set out in the NHS (Pharmaceutical and Local Pharmaceutical Services) Regulations 2013 (the 2013 regulations).

One of these processes is the use of the Community Pharmacy Assurance Framework (CPAF) to be conducted in two parts.

**Part One:** All pharmacy contractors are invited to complete a short screening questionnaire consisting of ten questions to assure themselves and NHS England that they are compliant with the terms of service.

**Part Two:** The data collected from this questionnaire along with other information held by NHS England is used to shortlist pharmacies that are being considered for a contract monitoring visit. Only these pharmacies are asked to complete a full CPAF questionnaire. A copy of the full CPAF can be viewed [here](#).

This approach means that the majority of contractors do not need to complete the full CPAF questionnaire. However, both the Pharmaceutical Services Negotiating Committee (PSNC) and NHS England recommend that all pharmacy contractors make use of the full CPAF questionnaire to be assured that they are compliant with the terms of service.

Pharmacies will be asked to complete the screening questionnaire during June 2018. Please be aware that since 2017, the CPAF screening questionnaire has been updated following development work by the CPAF working group, a working group with membership for NHS England, NHS Business Services Authority (NHSBSA) and the PSNC. The CPAF screening questionnaire 2018 includes two new questions focusing on safeguarding and pharmacy audits. These questions are replacing the questions on 'owings' and prescribed medicines advice.

The NHS Business Services Authority (BSA) will carry out the administration of both the screening questionnaire and the full CPAF at a national level on behalf of NHS England. This is facilitated through a secure on-line mechanism to allow pharmacy contractors to complete their returns. The screening questionnaire is available to view in advance from 13 May 2018 and can be found [here](#).

You will have four weeks to complete the screening questionnaire, which will be available from **Monday 4 June 2018 with a closure date of Sunday 1 July 2018**. The questionnaire should take around 20 minutes to complete and you will receive information and instructions on how to access and complete the questionnaire from the NHSBSA in advance of the availability date.

Once you have submitted the completed questionnaire you will have the facility to save, print or access your responses for further reference.

The NHSBSA will contact you with instructions on how to access and complete the CPAF screening questionnaire.

Kind regards

**Helen Wardle**  
**Primary Care Commissioning Support**  
South Region (Wessex)  
NHS England  
Oakley Road | Southampton | Hampshire | SO16 4GX

Telephone 0113 824 9850  
Email [Helen.wardle@nhs.net](mailto:Helen.wardle@nhs.net)