



NHS Wales Shared Services Partnership (NWSSP) Pharmacy Consolidation Process

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Version History

Version	Date issued	Brief Summary of Change	Prepared by
0.1	27/11/2024	First Draft	Daniel Sinderby
0.2	02/01/2025	Reviewed by DHCW/EPS Programme	Jessica Jones (DHCW)
0.3	11/02/2025	Updates to New Pharmacy Opening and EPS to EPS Change of Ownership scenarios	Daniel Sinderby
0.4	18/03/2025	Updates to EPS to EPS Change of Ownership scenario	Daniel Sinderby
0.5	19/03/2025	Updates to EPS to Non-EPS, Non-EPS to EPS and Non-EPS to Non-EPS Change of Ownership scenarios	Daniel Sinderby
0.6	25/04/2025	Updates to EPS to EPS Change of Ownership Scenario	Daniel Sinderby
0.7	29/04/2025	Updates to EPS to EPS Change of Ownership Scenario	Mark Allen
0.8	08/05/2025	Updates to EPS to EPS Change of Ownership Scenario	Daniel Sinderby
0.9	15/05/2025	Updates to EPS to EPS Change of Ownership Scenario	Daniel Sinderby
0.10	29/05/2025	Updates to all scenarios	Daniel Sinderby
0.11	05/06/2025	Updates to all scenarios for final review	Daniel Sinderby/Lydia Courtney
0.12	01/07/2025	Updates following review completed	Daniel Sinderby/Lydia Courtney

1.0	17/07/2025	Final updates	Daniel Sinderby/Lydia Courtney
2.0	05/03/2026	Added Change of Ownership via a Holding Company/Share Sale and added Change of Ownership if a company enters administration scenarios.	Daniel Sinderby

Action	Name	Signature	Date
Prepared by:	Daniel Sinderby	DS	05/03/2026
Reviewed by:	EPS Project Team (NWSSP PCS)		
Approved by:	PCS SMT		

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1. New Pharmacy Opening (with plans to enable EPS)

- Pharmacy submits application to Contracts Management Department at NWSSP eight weeks prior to change of ownership
- Contracts Management notify Document Scanning Team (DST) of contractor changes and request NWSSP Prescribing Services Unit (PSU) code via email
- DST identify pharmacy premises owned by the same organisation
- DST allocate the pharmacy premises the same numerical code with a unique letter identifier (DST keep the old number for resubmissions for 2 years)
- DST update Master Files
- DST inform Data Capture, Professional Services Team (PST) Management, Pharmacy & Dispensing Systems and PSU Consultancy Group of changes
- Data Capture evaluate whether a rebuild of monthly Drug File is required
 - If no, then Data Capture proceed business as usual
 - If yes at the start of the month, Data Capture proceed business as usual
 - If yes at the middle/end of the month, then rebuild necessary
 - Data Capture notifies Processing and Professional Services Manager who informs Professional Services Teams and Process Flexible Team to pick up the new drug file
- DST update Schedule Production Sheet
- DST informs Contracts Management of new details via email
- Contracts Management requests a new email address for the premise and login details for NECAF
- Contracts Management request ODS code from BSA and share the details with Primary Care Services (PCS) Data Capture Team and SmartCard team for preliminary SmartCard actions
- Contracts Management send notification of change to Payments, Registration Authority (RA) Manager, Distribution List and DST
- Contracts Management update AWPD on go live date
- The Pharmacy is then required to nominate an RA Agent. If they haven't already, the Superintendent Pharmacist is to contact NWSSP Smartcards Team to request the link for the RA Agent Nomination Form to submit RA Agent details (The pharmacy is initially notified by Contract Management to contact NWSSP Smartcard Team for the nomination form when completing the application for a new pharmacy).
- Smartcard Team inputs the RA Agent's details into Apply for Care ID and sends the invitation
- Once approved, NWSSP Smartcards team will request smartcards to be printed and distributed to the RA Agent
- Once ODS is visible on the ODS Data Search and export portal the smartcard team request RA Manager to parent to Velindre
- If the RA Agent does have a smartcard, then the NWSSP Smartcards team will allocate the ODS code, RA Agent role and main pharmacy role to their smartcard
- The RA Agent may then need to undertake RA Training with the NWSSP Smartcard team if they have not done so previously, which comprises of two sessions; processing pharmacy staff through Apply for Care ID and Care Identity Management training
- The RA Agent facilitates staff completing the Apply for Care ID verification process

- NWSSP Smartcards team will request smartcards to be printed and distributed for all verified staff members.
- RA Agent undertakes Care Identity Management training for staff and allocates ODS code and permissions
 - It is the RA Agent's responsibility to assign the new ODS code and the correct roles to the appropriate members of staff
- The pharmacy must complete the full checklist of EPS readiness activities (provided by DHCW, via the system supplier) before enabling EPS
- Golden Prescription will need to be submitted by the new Pharmacy and notify NWSSP that the site is EPS enabled
- NWSSP Data Capture to run a query every day to check number of golden prescriptions submitted and if the EPS payment was made to the premise (note payment as per drug tariff may only be paid once per premise / address)

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2. Pharmacy Closing

- NWSSP Contracts Management receive 3 months' notice from pharmacy and send notification to Distribution List
- DST update Master Files with a closed date for the shop
- DST email to confirm changes to Data Capture, PST Management, Pharmacy & Dispensing Systems and PSU Consultancy Group
- Data Capture receive changes from DST
- Processing and Professional Service Team receive notification from Data Capture and update Schedule Production Sheet
- Processing and Professional Service Manager receives notification from Data Capture and informs Professional Services Teams and Process Flexible Team to pick up the new drug file
- 1 week before closure, Contracts Management send a reminder of closure to Distribution List
- Pharmacy to return any electronic prescriptions not dispensed or claimed to SPINE
- Contracts Management update AWPD on the date of closure
- The Smartcards Team removes ODS code from current Smartcards registered at the premises after closure

3. Change of Ownership

3.1. Non-EPS enabled pharmacy closing and transferring patients to non-EPS enabled pharmacy

- Pharmacy submits application to Contracts Management Department at NWSSP eight weeks prior to change of ownership
- Contracts Management notify Document Scanning Team (DST) of contractor changes and request Prescribing Services Unit (PSU) code via email
- DST identify pharmacy premises owned by the same organisation
- DST allocate the pharmacy premises the same numerical code with a unique letter identifier (DST keep the old number for resubmissions for 2 years)
- DST update Master Files
- DST inform Data Capture, Professional Services Team (PST) Management, Pharmacy & Dispensing Systems and PSU Consultancy Group of changes
- Data Capture evaluate whether a rebuild of monthly Drug File is required
 - If no, then Data Capture proceed business as usual
 - If yes at the start of the month, Data Capture proceed business as usual
 - If yes at the middle/end of the month, then rebuild necessary
 - Data Capture notifies Processing and Professional Services Manager who informs Professional Services Teams and Process Flexible Team to pick up the new drug file
- DST update Schedule Production Sheet
- DST informs Contracts Management of new details via email
- Contracts Management requests a new email address for the premise and login details for NECAF
- Contracts Management send notification of change to Payments, Distribution List and DST
- Contracts Management update AWPDP on go live date
- Payments team receive notification of changes

3.2. Non-EPS enabled pharmacy closing and transferring patients to EPS enabled pharmacy

- Pharmacy submits application to Contracts Management Department at NWSSP eight weeks prior to change of ownership
- Contracts Management notify Document Scanning Team (DST) of contractor changes and request Prescribing Services Unit (PSU) code via email
- DST identify pharmacy premises owned by the same organisation
- DST allocate the pharmacy premises the same numerical code with a unique letter identifier (DST keep the old number for resubmissions for 2 years)
- DST update Master Files
- DST inform Data Capture, Professional Services Team (PST) Management, Pharmacy & Dispensing Systems and PSU Consultancy Group of changes
- Data Capture evaluate whether a rebuild of monthly Drug File is required
 - If no, then Data Capture proceed business as usual
 - If yes at the start of the month, Data Capture proceed business as usual
 - If yes at the middle/end of the month, then rebuild necessary
 - Data Capture notifies Processing and Professional Services Manager who informs Professional Services Teams and Process Flexible Team to pick up the new drug file
- DST update Schedule Production Sheet
- DST informs Contracts Management of new details via email
- Contracts Management requests a new email address for the premise and login details for NECAF
- Contracts Management request ODS code from BSA and share the details with Primary Care Services (PCS) Data Capture Team and SmartCard team for preliminary SmartCard actions
- BSA send NHSE ODS Team updated ODS code file with EPS indicator against the closing ODS code
- NHSE ODS Team put EPS flag in MDR to automatically enable EPS for the new ODS code
- BSA to notify NWSSP Data Capture of new ODS codes included in the extract.
- Contracts Management send notification of change to Payments, Registration Authority (RA) Manager, Distribution List and DST
- Contracts Management update AWPD on go live date
- NWSSP RA Manager will arrange for the new ODS to be parented to Velindre
 - Former ODS code is made redundant and cannot be accessed
- The Pharmacy is then required to nominate an RA Agent. If they haven't already, the Superintendent Pharmacist is to contact NWSSP Smartcards Team to request the link for the RA Agent Nomination Form to submit RA Agent details (The pharmacy is initially notified by Contract Management to contact NWSSP Smartcard Team for the nomination form when the application has been approved and there were no appeals).
- Smartcard Team inputs the RA Agent's details into Apply for Care ID and sends the invitation
- Once approved, NWSSP Smartcards team will request smartcards to be printed and distributed to the RA Agent

- Smartcard team notifies RA Manager to parent new ODS code to Velindre.
- If the RA Agent does have a smartcard, then the NWSSP Smartcards team will allocate the ODS code, RA Agent role and main pharmacy role to their smartcard
- The RA Agent may then need to undertake RA Training with the NWSSP Smartcard team if they have not done so previously, which comprises of two sessions; processing pharmacy staff through Apply for Care ID and Care Identity Management training
- The RA Agent facilitates staff completing the Apply for Care ID verification process
- NWSSP Smartcards team will request smartcards to be printed and distributed for all verified staff members.
- RA Agent undertakes Care Identity Management training for staff and allocates ODS code and permissions
 - It is the RA Agent's responsibility to assign the new ODS code and the correct roles to the appropriate members of staff
- The pharmacy must complete the full checklist of EPS readiness activities (provided by DHCW, via the system supplier) before enabling EPS
- Golden Prescription will need to be submitted by the new Pharmacy and notify NWSSP that the site is EPS enabled
- NWSSP Data Capture to run a query every day to check number of golden prescriptions submitted and if the EPS payment was made to the premise (note payment as per drug tariff may only be paid once per premise / address)

3.3. EPS enabled pharmacy closing and transferring patients to non-EPS enabled pharmacy

- Pharmacy submits application to Contracts Management Department at NWSSP eight weeks prior to change of ownership
- Contracts Management notify Document Scanning Team (DST) of contractor changes and request Prescribing Services Unit (PSU) code via email
- DST identify pharmacy premises owned by the same organisation
- DST allocate the pharmacy premises the same numerical code with a unique letter identifier (DST keep the old number for resubmissions for 2 years)
- DST update Master Files
- DST inform Data Capture, Professional Services Team (PST) Management, Pharmacy & Dispensing Systems and PSU Consultancy Group of changes
- Data Capture evaluate whether a rebuild of monthly Drug File is required
 - If no, then Data Capture proceed business as usual
 - If yes at the start of the month, Data Capture proceed business as usual
 - If yes at the middle/end of the month, then rebuild necessary
 - Data Capture notifies Processing and Professional Services Manager who informs Professional Services Teams and Process Flexible Team to pick up the new drug file
- DST update Schedule Production Sheet
- DST informs Contracts Management of new details via email
- Contracts Management requests a new email address for the premise and login details for NECAF
- Contracts Management obtain the required ODS code from BSA
- EPS Pharmacy and Pharmacy System Supplier arrange for transfer of EPS Patients
- Pharmacy to return any electronic prescriptions not dispensed or claimed to SPINE
- Contracts Management send notification of change to Payments, Registration Authority (RA) Manager, Distribution List and DST
- Contracts Management update AWPDP on go live date
- The Smartcards Team removes ODS code from current Smartcards registered at the premises after closure

3.4. EPS enabled pharmacy closing and transferring patients to EPS enabled pharmacy

- Pharmacy submits application to Contracts Management Department at NWSSP eight weeks prior to change of ownership
- Contracts Management notify Document Scanning Team (DST) of contractor changes and request Prescribing Services Unit (PSU) code via email
- DST identify pharmacy premises owned by the same organisation
- DST allocate the pharmacy premises the same numerical code with a unique letter identifier
(DST keep the old number for resubmissions for 2 years)
- DST update Master Files
- DST inform Data Capture, Professional Services Team (PST) Management, Pharmacy & Dispensing Systems and PSU Consultancy Group of changes
- Data Capture evaluate whether a rebuild of monthly Drug File is required
 - If no, then Data Capture proceed business as usual
 - If yes at the start of the month, Data Capture proceed business as usual
 - If yes at the middle/end of the month, then rebuild necessary
 - Data Capture notifies Processing and Professional Services Manager who informs Professional Services Teams and Process Flexible Team to pick up the new drug file
- DST update Schedule Production Sheet
- DST informs Contracts Management of new details via email
- Contracts Management requests a new email address for the premise and login details for NECAF
- Contracts Management request ODS code from BSA and share the details with Primary Care Services (PCS) Data Capture Team and SmartCard team for preliminary SmartCard actions
- BSA send NHSE ODS Team updated ODS code file with EPS indicator against the closing ODS code
- NHSE ODS Team put EPS flag in MDR to automatically enable EPS for the new ODS code
- BSA to notify NWSSP Data Capture of new ODS codes included in the extract.
- Pharmacy System Supplier (for the new ownership) will need to request transfer of EPS nominations via NHS England's approved process (Toftpas)
- Contracts Management send notification of change to Payments, Registration Authority (RA) Manager, Distribution List and DST
- Contracts Management update AWPDP on go live date
- NWSSP RA Manager will arrange for the new ODS to be parented to Velindre
 - Former ODS code is made redundant and cannot be accessed
- NWSSP RA Agent adds the ODS details to current smartcards within the pharmacy

3.5. Change of Ownership via a Holding Company/Share Sale

- Follow the correct scenario relating to the EPS status of the premises (e.g. EPS live to EPS live)
- Once the contract is transferred to the permanent pharmacy, repeat this process again, changing the holding company's details over to new the details of permanent pharmacy
- If the RA Agent remains the same no training will be required, however if there is a new RA Agent then a nomination form and training will be required

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3.6. Change of Ownership if a company enters administration

- If a company enters administration, then it is the responsibility of the pharmacy to notify the Health Board as appropriate
- NWSSP Contracts Management are notified by a relevant party such as the Health Board or Welsh Government
- If a company is being taken over via a management agreement, then the buyer will need to follow the appropriate change of ownership scenario relating to the EPS status of the premises (e.g. EPS live to EPS live)
- NWSSP Smartcards team will remove redundant roles if necessary, during this process

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