

## Appendix 5 – Obtaining an NHS Smart Card

To obtain a smart card the trainee pharmacist will need to meet with a Local Smartcard Administrator (known as a sponsor) at either the practice or pharmacy as soon as possible after starting, to show the required identity documents and have their photograph taken. The sponsor can then request a smartcard from the local registration authority. It is expected that most GP practices and many community pharmacies will have a member of staff that holds this role, but should trainees have difficulty in obtaining a smart card they should contact their local registration authority, a list of these is available at:

<https://digital.nhs.uk/services/registration-authorities-and-smartcards/primary-care-service-provider-contact-details>

The sponsor will then need to allocate the trainee pharmacist a role and an organisation. The role should be agreed locally depending on the requirements of the practice and pharmacy, and the trainee pharmacist may have different roles for each organisation or sector of practice. Suitable roles may include R8004 Healthcare Student Access Role or R8008 Admin/Clinical Support Access Role. Depending on local arrangements, sponsors may be able to add roles and organisations outside of their own organisation, for example a GP practice sponsor may be able to add a pharmacy organisation and appropriate role, however the trainee may need these to be added by each separate organisation. Some trainee pharmacists may already have a smartcard; in these cases, the sponsor can add the new organisation and roles to the existing smartcard.

For information on the required identity documents, please see

<https://www.nhsemployers.org/publications/identity-checks>

For further information on smart cards, please see

<https://digital.nhs.uk/services/registration-authorities-and-smartcards> or contact your local registration authority.

