



rowlands
pharmacy

a PHOENIX company

MDS Transformation Locum Checklist

This checklist will enable you to become familiar with the MDS Transformation process which is required by the business when booked in 'PilPouch' branches.

Please make your way through the steps below and submit your completed checklist to your Resource Planning Co-ordinator. This will allow you to be offered bookings in branches who are going through the MDS Transformation process.

Full Name: GPhC No:

Resource Planning Co-ordinator:

Region(s) you are able to work:

Action	How	Date completed & Signature
Creating a Moodle Log	Email the following information to Ed Talbot > etalbot@phoenixmedical.co.uk <ul style="list-style-type: none"> • Full name • GPhC Number • Email Address 	Date: ____/____/____ Signature:
Completing the Moodle Modules	Complete the 7 modules and 3 quizzes via Moodle	Date: ____/____/____ Signature:
Operational Guidance – Intranet	Please access the Rowlands Intranet page and read the operational guidance under 'Retail Transformation Portal': <ul style="list-style-type: none"> • Steps 1-8 (Mandatory) Step 9a/b/c (Only if the branch is live) 	Date: ____/____/____ Signature:
SOPs	Read and sign the NuPAC SOP's via the External Link, or via the Transformation Portal. <ul style="list-style-type: none"> • NuPAC SOP 1 to 16 	Date: ____/____/____ Signature:



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	<p>http://www.rowlands-sop.co.uk/</p> <p>Username is locum155</p> <p>Password is Pr0P3r (that's a zero in the middle)</p>	
ATCC Training	<p>Read through the attached ATCC training guides. These can also be found on the</p> <p>Rowlands Intranet under 'Documentation, MDS Transformation – Step 6.</p> <ul style="list-style-type: none">- ATCC Accuracy Checking Guide- ATCC Data Entry Checking Guide	<p>Date:</p> <p>____/____/____</p> <p>Signature</p>

Please note you will not be nominated on the ATCC until you have completed the Moodle modules, read the SOP's, and signed / returned your locum checklist.

Locum Declaration:

I have completed all actions above and I understand that I will be required to check and transmit data in line with NuPAC processes.		
Locum	Print Name	Date
Signature		