

Community Pharmacy Smartcard Access & GP Connect Usage Audit Log

**Review Date:** [ ]

**Responsible Person:** [ ]

*Pharmacy stamp*

## Purpose

This document supports internal auditing and assurance that Smartcard access, Role based access code assignments, and GP Connect usage within the pharmacy are being managed responsibly, in line with NHS policy, data protection law, and local SOPs.

- This document should be reviewed at least annually or when there is a significant change in staffing, access rights, or system use.
- Completed logs should be retained securely for **at least 2 years** in line with IG policy.

## Staff Smartcard Access Register

### 3. Training and Declarations Log

## 4. Access Monitoring Log

### *(Spot Checks or Incident Review)*

## 5. Periodic Review Record

Date of Review	Reviewed By	Summary of Findings	Issues Identified	Follow-Up Actions
01/10/2025	Pharmacy Manager	All Smartcard access in date; 1 training gap addressed	Yes	SOP refresher session

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## References and Supporting Resources

- NHS Care Identity Service: <https://digital.nhs.uk/services/care-identity-service>
- CPE GP Connect Guidance: <https://cpe.org.uk/digital-and-technology/standards-and-interoperability-it/gp-connect/>
- DSP Toolkit: <https://www.dsptoolkit.nhs.uk/>
- GP Connect DPIA Template: <https://cpe.org.uk/wp-content/uploads/2023/06/GP-Connect-Community-Pharmacy-DPIA-Template-June-2023.docx>
- GP Connect Patient Leaflet: <https://cpe.org.uk/wp-content/uploads/2023/06/GP-Connect-Patient-Leaflet-June-2023.pdf>

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