



Guidance on Updating the Directory of Services (DoS) – Bedfordshire Luton and Milton Keynes ICS

The DoS is used by other services within the NHS (particularly NHS111) to identify which community pharmacies are open and which services they offer so they can ensure patients are referred to an appropriate pharmacy. Therefore, it is important that pharmacy teams keep their DoS profile accurate.

<p>If the pharmacy cannot offer any services:</p>	<p>At any time: Use Profile Manager https://organisation.nhswebsite.nhs.uk to close your profile for the duration of the time you are not open</p>	
<p>For guidance on how to use Profile Manager there are a selection of videos here</p>	<p>https://tinyurl.com/yfkfw7s3</p>	
<p>If the pharmacy can open but cannot offer Pharmacy First:</p>	<p>Email the Bedfordshire Luton and Milton Keynes(BLMK) DoS Team as soon as you become aware you cannot offer the service via: blmkicb.dos@nhs.net Information needed include the following:</p> <ul style="list-style-type: none"> • ODS code of the pharmacy • Address and postcode of the pharmacy • Reason Pharmacy First is unavailable • Planned date and time when it will be available • Name of person requesting the update <p>Don't forget to inform local GP Practices if you temporarily cannot offer Pharmacy First</p>	

Please ensure all member of the pharmacy team are aware when the DoS needs updating and how to do it