

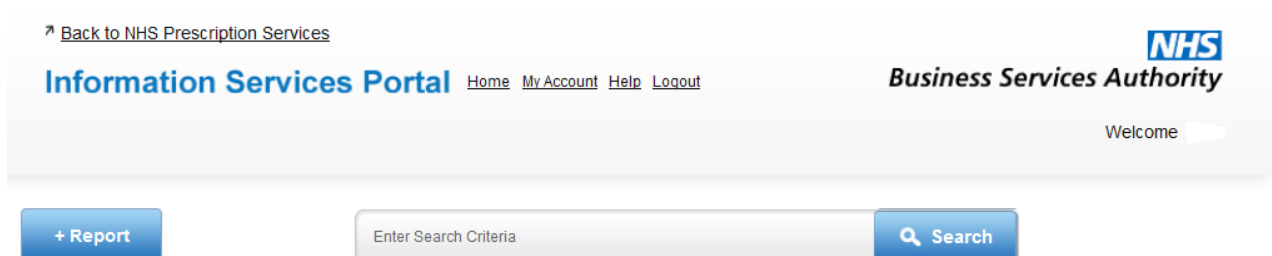
Information Services Portal – Community Pharmacy Assurance Framework (CPAF)

For pharmacy contractors who recently completed the CPAF survey as a demonstration of compliance with the Community Pharmacy Contract the NHS Business Services Authority has now published the CPAF Screening Response Report where you are able to view the responses you submitted.

Access to this information is via the NHSBSA Information Services Portal hosted on the NHSBSA Prescription Services website. We have created an account for you allowing access to the portal so that you can view a report containing a summary of your responses. Access to the system is via a registered email address and password. In order to activate your account we will send you a separate activation email which will contain a link to activate your account.

This guide provides a brief introduction to the NHSBSA Information Services Portal and how to view the CPAF Screening Response Report.

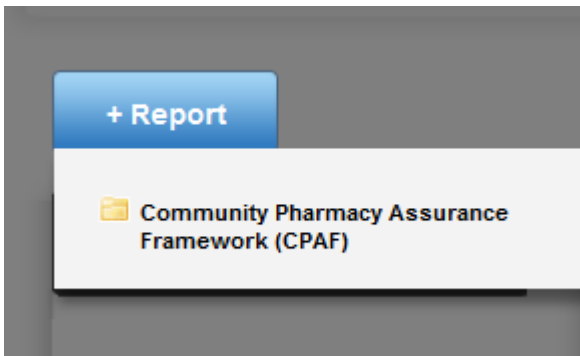
Once you have activated your account you can log into the NHSBSA Information Services Portal and you will be presented with the home screen:



To view your report you will need to click on



+Report contains the following folder – click on this folder



You will be presented with the following screen click on CPAF Screening Responses



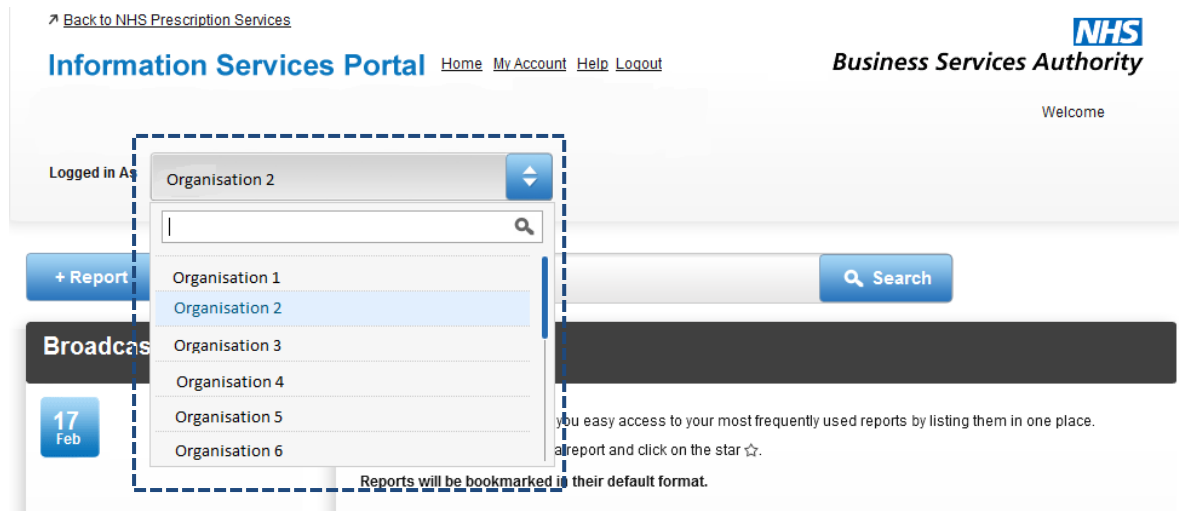
You will be landed on the “Available Reports” screen



Click on PDF

This will download the relevant data for your Pharmacy.

Access to multiple pharmacies



If you have access to the CPAF survey for multiple pharmacies there will be a drop down menu displaying your default active profile. If you wish to access the CPAF survey for an alternative pharmacy, choose the organisation you require from the drop down list.



When the active profile has been changed, a message will appear. The next time you login, the system will have reverted back to the default profile.

Further information

Further information regarding CPAF survey can be found on our [webpage](http://www.nhsbsa.nhs.uk/PrescriptionServices/5028.aspx) (<http://www.nhsbsa.nhs.uk/PrescriptionServices/5028.aspx>)

Other useful information for dispensing pharmacy contractors can be found on our [webpage](http://www.nhsbsa.nhs.uk/PrescriptionServices/4809.aspx) (<http://www.nhsbsa.nhs.uk/PrescriptionServices/4809.aspx>)

Contact us

Information Services support is available 08:30 – 16:30 Monday to Friday.

We can be contacted on 01912035050 or at nhsbsa.help@nhs.net