**DMS**

**Implementation Tips For Pharmacy Staff.**

* Engage and train the whole Team, including weekend staff and Locums.
* Get your team including weekend and Locums to complete the Virtualoutcomes DMS training [Pharmacy Training - Virtual Outcomes](https://www.virtualoutcomes.co.uk/pharmacy-training/) and watch the [Pharmoutcomes training videos](https://media.pharmoutcomes.org/video.php?name=DischargeMedicinesServiceManagingDMSReferrals)
* Remember to inform Locums and any temporary staff of your processes
* Regularly check NHS Mail and PharmOutcomes for referrals and ensure access is available at all times to both. Make this part of your daily process.
* Implement a robust process for your team to follow to reduce the risk of missing Stage 2 & 3
* Consider using POP up messages on the patients PMR to identify patients for Stage 2 & 3
* Date the messages and update or remove any POP up messages as you complete stages
* Consider Annotating the script with DMS during labelling so it is highlighted for all team members
* Record clear concise notes at all stages
* Create a list of Key Contacts
* More supporting links and documents can be found on your [LPC website](https://psnc.org.uk/norfolk-lpc/commissioned-services/essential-services/discharge-medicines-service-dms/)