

This template is designed to help employers provide all the necessary login details and access information for locums to successfully complete their shift. By filling out this form, employers can ensure locums have the required credentials to access the pharmacy systems, manage prescriptions, and carry out their duties efficiently.

Please complete all fields below with the appropriate access details for each system. This ensures a smooth transition and allows locums to carry out their responsibilities without delay.

CATEGORY	DETAILS	PASSWORD/ CONTACT INFO
On-Duty Support	Contact will be your onsite contact for the shift.	Contact:
Pharmacy Manager	_____ is available for queries about shift details, pharmacy information, and payment.	Contact:
Alarm Access	Access the security alarm system with your individual code. Do not share this code with anyone else.	Code:
Dispensary Software	We use _____ and we have set up a user profile for you to access the system.	Username: Password:
Controlled Drugs - Safe Access	Access the controlled drugs safe with your unique code. Do not share this code with anyone else.	Code:
Controlled Drugs - Recording	Use _____ for recording controlled drugs. Ensure you're logged in with your credentials.	Username: Password:
Real-Time Prescription Monitoring	_____ is used for prescription monitoring. Ensure you are familiar with the local protocol.	Username: Password:
Vaccinations - Credentials	If vaccinating, submit required credentials by email before your shift.	
Vaccinations - Bookings	_____ is used for vaccine bookings. Ensure you understand the process.	Platform Access:
Point of Sale (POS)	Use _____ for transactions. Ensure you're trained in its operation.	Username: Password: