


UN3097 1 of 2 26 th OCT 2021	Electronic Staff Record Programme USER NOTICE	
Title	GPhC Go Live Readiness Reminder	
Purpose	To remind users of essential steps to be taken before the GPhC interface becomes operational.	
Intended Audience	ESR Leads and those responsible for Pharmacy Professional Registrations	

SUBJECT

This User Notice is to inform users that the General Pharmaceutical Council (GPhC) interface will be operational shortly and to remind users to assign the Pharmacy Professional Registration role to appropriate individuals, as per UN3084.

DETAIL AND ACTION REQUIRED

The GPhC interface is expected to be operational by December 2021.

ESR leads are requested to take these three important steps in readiness for the implementation of the GPhC interface:

1. Reminder to assign the ‘Pharmacy Professional Registration’ role to appropriate individuals.

To date, **only 45%** of eligible NHS Organisations have assigned individuals to the role. Organisations that do not assign this role will not benefit fully from the GPhC interface. It is therefore imperative that this role is assigned where appropriate.

2. Review the accuracy of GPhC registration data entered in ESR.


To assist NHS Organisations with this essential step, a weekly notification will be produced from the end of October 2021 that will inform the **Pharmacy Professional Registration role holder** of registration numbers that have an invalid format, have not been found or have been assigned incorrectly. The **Pharmacy Professional Registration role holders** are requested to review the notification and to take appropriate action as soon as it is received.

An example of the notification has been shown below:

Notification: Invalid, erroneous or incorrectly assigned registration numbers.

The following GPhC registrant numbers have been found to have an invalid format, or assigned to incorrect individual(s)*. As such, the GPhC Professional Body Interface will not update the registration information for the following records. Please review and correct after confirming with the GPhC public register.

*Other registrants found with the same registration number.

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ESR Employee Number	Surname	First Name	GPhC Professional registration	Type	Reason
8736325	Roberts	Julia	2134567	Name differs from GPhC Register	Other registrants found with same registration number in ESR
3846736	Crusoe	Robinson	G512346	Invalid format	Contains one or more invalid characters

3. Review the GPhC FAQ document available on the My ESR Hub.

This FAQ document contains helpful information about interface functionality, role holders and notifications. Users should familiarise themselves with this document prior to go live. This is available on the [My ESR Hub](#) in the 'Document Library' > 'ESR Functionality' section.

ACTION REQUIRED

- Appropriate individuals to be assigned to the Pharmacy Professional Registration role.
- Role holders to review the notifications received and correct the registration information after confirming with the GPhC register.
- Review the GPhC FAQ available on the My ESR Hub.

FURTHER INFORMATION

N/A.

NEXT UPDATE

November 2021