**Applications for admission to the pharmaceutical list**

**NHS Lothian local agreed process for management of Expressions of Interest**

In order to promote good quality practice NHS Lothian have introduced the following to the Pre-Application process:

Applicant submits written expression of interest in an area.

PCCO check if applicant has priority on the Area

**YES NO**

PCCO write to applicant acknowledging interest and priority. Advise applicant that we will contact them again when in a position to offer dates for a pre application meeting. This will be once we are in a position to proceed to the joint consultation stage.

PCCO write to applicant to acknowledge interest and inform that another applicant currently has priority

Expression of interest is added to the waiting list in date order until the priority application has been determined or the area becomes available.

PCCO to offer a choice of two dates for Pre-App meeting.

No date for Pre-App meeting confirmed by Applicant within 10 working days of offer made

Applicant confirms date for Pre-App meeting

\* Applicant must engage with PCCO **minimum** 2 – 3 weeks in advance of the 60-day deadline to ensure consultation can begin in time. Applicant must return signed joint consultation agreement within 10 working days of it being sent to them, or they will be removed from the list.

Pre-App meeting held where applicant must confirm full postcode of premises and population to be consulted with. PCCO offer dates for Joint Consultation to begin (to be within 60 calendar days)\*

PCCO write to Applicant to close application

Process approved by Primary Care Joint Management Group 10th March 2022  
  
Updated process agreed by Primary Care Joint Management Group on 14th November 2024