**CPAF screening questionnaire 2017 guidance**

**The guidance provided below is to help you complete the CPAF screening questionnaire for your pharmacy.** [You can access the questionnaire here](https://www.snapsurveys.com/wh/s.asp?k=149683316615)**.**

**If you are unable to access the questionnaire or have any queries please contact us at** nhsbsa.cpaf@nhs.net.

* When the questionnaire is displayed enter your Pharmacy ODS Code carefully and check that the code and pharmacy details that are shown in the questionnaire relate to your pharmacy. If they do not please email us at nhsbsa.cpaf@nhs.net and let us know and do not complete the questionnaire.
* The questionnaire should take about 10 to 20 minutes to complete. Please read all questions and answers carefully. Some questions may require multiple answers, so please tick all boxes that apply.
* You can save your response at any time by clicking the save button at the bottom of the screen in the questionnaire, meaning you don’t have to complete the questionnaire in one sitting. You can click on the original link provided at a later time, enter your pharmacy ODS code and the responses you have previously entered will be pre-populated in the questionnaire.
* Check your responses carefully before you click on submit. Once you have clicked on submit the NHSBSA will not be able to reopen the survey for any amendments to be made.
* Ensure you click the submit button at the end of the questionnaire or we will not receive your response.
* To receive a summary of the completed questionnaire please enter your email address when requested at the end of the questionnaire.
* If you are registered for the NHSBSA Information Services Portal you will also be able to view your responses online after the closing date. [For access to the portal or to register for access to the portal please click here.](file:///C%3A%5CUsers%5Cjohsh%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5C6BZEF802%5C%E2%80%A2%09https%3A%5Cwww.nhsbsa.nhs.uk%5Cpharmacies-gp-practices-and-appliance-contractors%5Cdispensing-contractors-information%5Ccommunity-pharmacy-assurance-framework-cpaf)