

NHS Community Pharmacy Contractual Framework Locally Commissioned Service – Stock Holding of Palliative Care Medicines

1 Service Description

- 1.1 This service specification covers the requirements additional to those for dispensing.
- 1.2 The object of the service is to maintain an agreed stock of medicines used in the treatment of palliative care patients at designated community pharmacies. (Appendix 1 – Drug list.) This is intended for supply by community pharmacies against FP10 prescriptions issued.

2 Aims and intended service outcomes

- 2.1 To ensure the public has easy access to Palliative Care medicines during normal working hours.
- 2.1 To reduce the incidence of delayed access to immediately required Palliative Care medication.
- 2.2 To support patients, carers and clinicians by providing them with up to date information and advice and referral to specialist palliative care, where appropriate.

3 Confidentiality and Data security

- 3.1.1 *Where for the purposes of delivering the agreed services it is necessary for the contractor to hold patient identifiable information i.e. that is subject to NHS Rules on protection and disclosure under the supervision of a named “Caldicott Guardian” on behalf of the partners, it shall not disclose such information without the prior consent in writing of the Caldicott Guardian of the organisation from which the patient identifiable information has originated. It may then disclose patient identifiable information for proper purposes under procedures supervised by the Caldicott guardian of the Host organisation. This consent may be given in general or specific terms, but cannot authorise any greater degree of disclosure than would be permitted under the Caldicott arrangements of either party.*
- 3.1.2 Data held and processed for the purposes of this Contract shall be registered under the relevant provisions of the Data Protection Act 1998.
- 3.3 All parties will endeavour to maintain appropriate confidentiality regarding information that is proprietary to each of the partners within the context of shared working.

4. Service outline

- 4.1 **Community pharmacy responsibilities for the service:**

- 4.1.1 Maintain a minimum stock level, which will be one complete pack of each item, there will be allowances made for medicines issued and awaiting delivery from the wholesaler and where stock is unavailable due to manufacturing problems.
- 4.1.2 The pharmacy will produce a Standard Operating Procedure (SOP) for all staff and locums. This will include:
- a) Details of wholesalers – delivery/order times and contact details.
 - b) List of agreed medicines.
 - c) Contact details of other pharmacies in the scheme.
 - d) Contact details for CCG Medicines Management Pharmacist
 - e) Record of stock check.
 - f) Significant event reporting form.
- 4.1.3 Where a medicine is unavailable, for whatever reason, the pharmacy will endeavour to identify an alternative point of supply for the patient or their representative. To identify and manage shortfalls in the service a significant event reporting form should be completed and forwarded to the nominated Medicines Management Pharmacist.
- 4.1.4 Medicines will be checked regularly to ensure sufficient stock is available and in date.
- 4.1.5 The pharmacist will be available to offer professional advice to patients and carers on the medicines dispensed and their use within palliative care.
- 4.1.6 The pharmacist must be able to demonstrate compliance with the NPSA Safer Practice Notice- Ensuring safer practice with high dose ampoules of morphine and diamorphine. Future NPSA and MHRA alerts must also be complied with.
- 4.1.7 The pharmacist must be able to demonstrate ongoing CPD related to palliative care through private study and attendance at relevant teaching sessions.
- 4.1.8 Significant event forms for incidents involving supply of palliative care medicines should be submitted to Ruth Menzies (ruth.menzies@southseftonccg.nhs.uk) at South Sefton CCG Medicines Management Team.
- 4.1.9 Changes in Manager or Owner will be communicated to the CCG lead for Medicines Management at South Sefton CCG.
- 4.1.10 The pharmacy must be able to meet the minimum opening hours listed below, which are needed to provide a consistent and efficient service:
- Monday to Friday 9am to 6pm.
 - Saturday 9am to 5pm
 - Sunday 11am to 3pm
- 4.1.11 Changes in hours must be communicated to Medicines Management at South Sefton CCG as this may result in a review of service provision.
- 4.1.12 Payment for the service will be made according to Appendix 2 – Payments.
- 4.1.13 This service will be provided by the pharmacy for a period not exceeding 2 years.

- 4.1.14 If, for whatever reason, the pharmacy ceases to provide the essential services under the pharmacy contractual framework then the pharmacy will become ineligible to provide this enhanced service.
- 4.1.15 If the service is not provided in accordance with this service specification NHS England reserves the right to recover the appropriate payment and the pharmacy will become ineligible to provide this enhanced service.
- 4.1.16 The pharmacy may withdraw from this service at any time provided it gives notice in writing of at least **90 days** of its intention to do so.
- 4.1.17 Where a pharmacy withdraws from this service then NHS England reserves the right to reclaim any retention fee on a pro-rata basis.

4.2 PCO responsibilities:

- 4.2.1 A Senior Pharmacist at South Sefton CCG will carry out spot checks of stock and documentation when necessary and where it is convenient to the pharmacy, this will occur at least annually.
- 4.2.2 The Medicines Management Team at South Sefton CCG will provide adequate signposting for patients, carers and clinicians to improve awareness of specialist palliative care services and the availability of support and advice.
- 4.2.4 Advertising of the service to Prescribers and other Health and Social Care services across both NHS South Sefton and NHS Southport and Formby CCG.

5 Quality Indicators

- 5.1 The pharmacy reviews its SOP for “Stock Holding of Palliative Care Medicines” on an annual basis.
- 5.2 The pharmacy demonstrates pharmacists and staff involved in the provision of this service has undertaken CPD, appropriate to palliative care.
- 5.3 The pharmacy participates in annual audit of the service.

Agreed by:

..... (Contractor representative)

Signed Date

..... (NHS England representative)

Signed Date

Appendix 1 – Drug List

Alfentanil 500microgram/ml injection 2ml ampoules	1x10
Cyclizine 50mg/ml injection 1ml ampoules	1x5
Dexamethasone injection 4mg/ml (1ml ampoules) OR 3.8mg/ml (1ml vial)	1x10
Diamorphine 5mg injection	2x5
Diamorphine 10mg injection	2x5
Diamorphine 30mg injection	2x5
Diamorphine 100mg injection	1x5
Glycopyrronium Bromide 200mcg/ml ampoules	2x10
Haloperidol 5mg/ml injection 1ml ampoules	1x5
Hyoscine butylbromide 20mg/ml injection 1ml ampoules	1x10
Hyoscine hydrobromide 400 micrograms/ml injection 1ml ampoules	1x10
Levomepromazine 25mg/ml injection 1ml ampoules	2x10
Levomepromazine 25mg tablets	1x84
Metoclopramide 5mg/ml injection 2ml ampoules	1x10
Morphine Sulphate 10mg/ml injection 1ml ampoules	1x10
Midazolam 5mg/ml injection 2ml ampoule (Hypnovel)	2x10
Octreotide(Sandostatin) 50mcg /ml 1ml ampoules	1x5
Oramorph 10mg/5ml Solution	2x100ml
OxyNorm (Oxycodone) immediate release 5mg capsules	1x56
OxyNorm (Oxycodone) immediate release 5mg/5ml liquid	1x250ml
OxyNorm (Oxycodone) 10mg/ml Injection 2ml ampoules	2x5
OxyNorm(Oxycodone) 50mg/ml injection 1ml ampoules	1x5
Sevredol 10mg tablets	1x56
Sevredol 20mg tablets	1x56
Sevredol 50mg tablets	1x56
Sodium Chloride 0.9% 10ml ampoules	2x10
Sodium Chloride 0.9% IV infusion 1000ml	4x1L
Water for injection 2ml ampoules	2x10
Water for Injection 10ml ampoules	2x10

A number of these medicines would be normally stocked by the pharmacy and a stock check of these would not be expected. However, for those items not normally stocked by the pharmacy we would expect these to be stock and date checked on a regular basis. The drug list may be altered, based on the needs of the local population and changes in prescribing trends within palliative care. This will be subject to notice from the Medicines Management Teams of NHS South Sefton and NHS West Lancashire CCG.

Appendix 2 – Payments

Payment for the service will be as follows:

- a) A setting up fee of £500.00 will be payable at commencement of the service, and will be paid on submission of an invoice by the contractor – see appendix 3.
- b) An annual retention fee will be paid at the start of the service and then on each anniversary of the service. This is currently £300.00 and will be paid on submission of an invoice by the contractor – see appendix 3.
- c) Payment will be made through Shared Business Services payment arrangements.
- d) The service will be supported by NHS South Sefton CCG for a minimum of 2 years.