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| **Service Specification No.** | CP2 |
| **Service** | On Demand Availability of Palliative Care Medicines |
| **Commissioner Lead** | Head of Medicines Management (Nicola Cartwright) |
| **Provider Lead** | TBC |
| **Period** | 1st April 2018 -31st March 2020 |
| **Date of Review** | 1st September 2019 |

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| **1. Population Needs** |
|  * 1. **National/local context and evidence base**
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| **2. Outcomes** |
| **2.1 NHS Outcomes Framework Domains & Indicators**

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| **Domain 1** | **Preventing people from dying prematurely** |  |
| **Domain 2** | **Enhancing quality of life for people with long-term conditions** | x |
| **Domain 3** | **Helping people to recover from episodes of ill-health or following injury** |  |
| **Domain 4** | **Ensuring people have a positive experience of care** | x |
| **Domain 5** | **Treating and caring for people in safe environment and protecting them from avoidable harm** | x |

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| **3. Scope** |
| **3.1 Aims and objectives of service*** To improve the care of the dying in the last few days/hours of life by:
* Pharmacies having sufficient stock of an appropriate range of palliative care medicines (PCMs) during core hours.
* Pharmacies signposting carers to another participating pharmacy with sufficient stock, in the event that they are unable to immediately supply the necessary palliative care medicines.

**3.2 Service description/care pathway**1. Service Descriptions
	1. A minimum stock of PCMs (see appendix A) must be carried at each pharmacy premises accredited to do so.
	2. The pharmacy must ensure their PCM stock is audited every month: to maintain the minimum stock level of each drug, to have a shelf life sufficient to cover the period until the next audit plus one week.
	3. The pharmacy must ensure rotation of their PCM stock, wherever reasonably practicable, with their existing stock to minimise wastage.
	4. The pharmacy must ensure patients or their carers are signposted to another participating pharmacy if their own PCM stock does not fulfil the needs of a particular patient.
	5. After issuing PCMs the contractor must ensure the stock is restored to the minimum level within 24 hours.
		1. The CCG recognises the difficulty in ordering replacement stock on weekends and during holiday periods. In the event that stock cannot be replaced, patients or their carers must be signposted to another participating pharmacy.
	6. The pharmacy will take part in an annual audit of the PCM stock if requested to do so by the CCG. This may be used to ensure compliance with the specifications of this enhanced service.
2. Supply from Pharmacies
	1. PCMs will be supplied in accordance with the Medicines Act (1968). Prescriptions will normally be issued by a general practitioner or non-medical prescriber on an FP10.
3. Expired Medicines
	1. The pharmacy should claim payment from the CCG for PCMs obtained and held for the purposes of the ODAP service which pass their expiry date.
	2. Reimbursement for replacement of expired PCMs will be calculated at the latest Drug Tariff price.
	3. The pharmacy should submit an invoice to the CCG, a template invoice is contained in Appendix B.
4. Record Keeping
	1. The pharmacy must keep records of their monthly audits and of any claims made to the CCG.
5. Publicity
	1. The lists of participating pharmacies will be circulated across St Helens Clinical Commissioning Group to GPs, MacMillan nurses, district nurses, hospices, the local authority, community pharmacies, walk-in centres, other relevant CCG staff and secondary care organisations.

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| **4. Applicable Service Standards** |
| **4.1 Applicable national standards (eg NICE)**Not applicable**4.2 Applicable standards set out in Guidance and/or issued by a competent body (eg Royal Colleges)** General Pharmaceutical Council**4.3 Applicable local standards*** Pharmacies wishing to offer the ODAP service must have suitable clinical governance arrangements in place as set out in the NHS (Pharmaceutical Services) Regulations 2005 Part 4.
* Pharmacies wishing to offer the ODAP service must have their names on an approved list kept by the CCG.
* Accredited pharmacies must at all times offer the ODAP service in accordance with the service specification.
* Locum pharmacists must be prepared to offer the ODAP service in accordance with the service specification.
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| **Provider policy:** |
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1. **Safeguarding Policies and Mental Capacity Act Policies**

| **Provider policy:** |
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| **On Demand Availability of Palliative Care Medicines**Service Funding and Payment MechanismPayment to Participating Pharmacies1. The accredited pharmacy may claim an annual retention fee of £400. Claim forms should be submitted to the CCG annually.
2. It is the responsibility of the pharmacy to ensure appropriate VAT returns are made.
3. Expired medicines held under the scheme will be reimbursed at the latest Drug Tariff price. Contractors should submit an invoice to the CCG for payment based on the template in Appendix B.
4. Please insert the St Helens CCG name and organisational code in the “invoice to” section:

**NHS St Helens CCG, 01X Payables L475, Phoenix House, Topcliffe Lane, Wakefield, WF3 1WE*** 1. Completed claim forms should be returned to

**Nicola Cartwright****NHS St Helens CCG Medicines Management Team** |