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| **Rationale of Checklist** |  |
| This checklist will be completed by the CPSC sub-committee for every new or recommissioned service specification sent to CPSC for comment/consultation. The response summary is completed after consultation and agreement by the sub-committee.The Checklist contains the CPSC sub-committee’s comments/recommendations for any requested changes to the proposed/draft service specification in order to achieve / improve further the green rating. It will be sent to the service commissioner for consideration of amendments ideally prior to go-live of the service.CPSC’s purpose is to work positively with commissioners to ensure high quality outcomes from the service, which are both professionally and commercially viable for contractor participation. |  |
| **Service and Commissioner** |  |
| South Eastern Hants CCGFareham & Gosport CCGPalliative care stock holding Service |  |
| **Response summary feedback from CPSC** |  |
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| CPSC has rated this service specification as Amber based on the comments made below. Our recommended actions to further improve the service are:1. Retainer payment to be made automatically from CCG to pharmacy rather than waiting for pharmacy to claim it
2. Details of framework for recording and audit unspecified
3. Claiming for retainer and expired stock paper based not electronic
4. If the formulary is reviewed and the medicines removed from stock list, the pharmacy must be able to claim for these if they have not used the items within 3 months of coming off list
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| **Time-line & Next Steps for CPSC** |  |
| CPSC will publish this service participation rating to contractors in **10 days’ time.** Publication of this recommendation will be via individual email and posting on our website.Commissioners are asked to please respond promptly with feedback / proposed changes so that they can be included within CPSC’s recommendation to its contractors. |  |
| **Commissioners response to CPSC feedback** |  |
| Please enter response here, returning promptly to alison.freemantle@cpsc.org.ukRegarding your recommendations: -1. Payments will be made automatically by CCG. No need for claim. (page 36)
2. No recording necessary. Only audit required is a stock check against enclosed drug list. (page 20,36)
3. Claim can be made electronically using form and email. (page 22)
4. Medicines removed from drug list can be claimed for. (page 36)
5. Service specification and drug list were unavoidably delayed owing to consultation on palliative care requirements of Covid-19 patients in EOL care.
6. No funding ought to be required as cost increase in stockholding is minimal and expired stock compensated for within contract. Funding for additional CD cupboard space is not a CCG issue.
7. Minimal paperwork required for claims and payments, negating the need for Pharmoutcomes or any other electronic system.
8. Retainers will be paid automatically in two tranches and expired stocks can be claimed as and when they occur.
9. Administration requirements for the service have been kept to a minimum to ensure pharmacy workload is not impacted.
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| **Point Covered** | **Action or Notes** |  |
|  | **CPSC Consultation** |  |
| CPSC Consulted?  | Yes |  |
| CPSC Consulted with sufficient time to comment? | Service specification not received until May 2020 |  |
|  | **Remuneration** |  |
| Does remuneration include/cover set up costs, backfill, consumables etc..? | No funding for initial stock purchase or for additional CD cupboard if needed. |  |
| Does the payment structure use a system that is suitable for all contractors and are the payment terms acceptable? | NoPaper based form for submitting invoice.Other Palliative care services use PharmOutcomes to submit.Retainer has to be claimed quarterly by each pharmacy rather than automatic payment from CCG to pharmacies involved.Expired stock claimed quarterly.  |  |
| Where equipment is required who provides/calibrates/services this? If contractor, does remuneration sufficiently cover the cost of this? | No additional equipment required providing enough space to store in CD cupboard.Additional CD cupboard may be required. No additional funding for this if needed. |  |
| Is remuneration fair? | AveragePayment quarterly rather than annually. |  |
|  | **Is/does the Service.....** |  |
| Sustainable? | Yes |  |
| Start/ end date | April 2020 till March 2021. |  |
| Clinically sound and in line with appropriate National or local guidance? | Yes |  |
| Enhance patient care? | Yes, providing easy access to urgent medicines for customers at a very difficult time for them. |  |
| Have suitable monitoring arrangements and termination clauses? | Annual audit carried out by CCG, details not specifiedTermination 3 months |  |
| Enhance relationships with other HCPs? | Yes, for those pharmacies involved.The palliative care drugs list and pharmacies involved will be circulated to all primary care prescribers, including the out of hours services, District Nurses, Palliative Care Nurses, Community Pharmacies, Hospital Pharmacists and Palliative Care Consultants. |  |
| Deliverable? | Yes |  |
| Attractive enough for contractors to consider it worthwhile? | Yes |  |
| Have performance criteria that supports a quality service? | N/A |  |
|  | **Service Delivery** |  |
| Are the performance measures reasonable and achievable? | Yes |  |
| Is the administration proportional to size or service and remuneration? | This will depend on what service information needs to be recorded and how often. Not currently specified. |  |
| Are any reporting systems suitable to all contractors? | Currently paper basedRecommendation to use PharmOutcomes from reporting, audit and invoicing. |  |
| Is the training required for the service reasonable? Consider accessibility to CPPE for non-pharmacist/technician staff. | No additional training requirements |  |
| Does record keeping or sharing of information requirements meet current IG regulations. | The specification refers to the recording of relevant service information for the purposes of audit and the claiming of payment, but this is not detailed anywhere as to what information. |  |
|  | **Miscellaneous Information** |  |
| Any other information specific to this service. |  |  |
| Suggested RAG Rating |  |  |