

HULL Palliative Care Scheme 2018 onwards PART A and part B sites

Actions for Hull pharmacies commissioned to provide both part A and part B Palliative Care Scheme across Hull:

The service requires your pharmacy to stock all medications listed in **PART A and PART B** of the service specification at all times.

All claims and data for this service must be recorded on PharmOutcomes; therefore if your pharmacy is commissioned to provide the service, the Palliative care PharmOutcomes platform should be visible within your pharmacy.

The following steps must be completed within your pharmacy to ensure you receive payment and comply with the terms of the scheme:

Immediate actions required:

1. Ensure you have the required stock of all Part A and Part B drugs listed within the service spec. ('palliative care stock check lists')
2. **Claim payment of annual retainer fee (appendix 4.3)**: Log onto the 'Palliative care Stockist' PharmOutcomes platform, and complete the '**quarterly return**' section to cover the period 1st April 2018 to 30th June 2018 (this will ensure you are paid this quarters portion of the annual fee). The quarterly return requires you to record the 'Batch No & Expiry Date' of each Part A medication held. (See 'palliative care stock check list Part A')
3. **Claim for Palliative care part A medication costs (Appendix 4.2)**: Claim for the cost of all medications in **Part A** by completing the '**Claim for date expired stock**' section on the Palliative care Stockist' PharmOutcomes platform. This will ensure you get paid for your initial **Part A stock** investment for the service.
4. **Claim payment of annual retainer fee (appendix 4.3)**: Log onto the 'Palliative care Stockist – Part B Medicines' PharmOutcomes platform, and complete the '**quarterly return**' section to cover the period 1st April 2018 to 30th June 2018 (this will ensure you are paid this quarters portion of the annual fee). The quarterly return requires you to record the 'Batch No & Expiry Date' of each Part B medication held. (See 'palliative care stock check list Part B')
5. **Claim for Palliative care part B medication costs (appendix 4.2)**: Claim for the cost of all medications in **Part B** by completing the '**Claim for date expired stock**' section on the Palliative care Stockist –Part B Medicines' PharmOutcomes platform. This will ensure you get paid for your initial **Part B stock** investment for the service.

Ongoing actions required:

1. **Claiming for replacement of date expired stock (Appendix 4.4)**: If a medication in **part A** expires you will need to replace it immediately and claim for the cost as follows: Complete the '**Claim for date expired stock**' section on the 'Palliative care Stockist' PO platform whenever a medication in part A has date expired and needs replacing
2. **Claiming for replacement of date expired stock (Appendix 4.4)**: If a medication in **part B** expires you will need to replace it immediately and claim for the cost as follows: Complete the '**Claim for date expired stock**' section on the 'Palliative care

Stockist – part B' PO platform whenever a medication in part B has date expired and needs replacing

3. If you experience any stock problem during the life of the service please report these on the relevant part A or part B PharmOutcomes platform using the **'Report OOS'** section of the PO platform

Ongoing actions required Quarterly:

1. **Claim for the quarterly portion of the annual fee** by completing the **'quarterly return'** section on the 'Palliative care Stockist' PO platform at the start of July, October, January and April.
The quarterly return requires you to record the 'Batch No & Expiry Date' of each **Part A** medication held. (See 'palliative care stock check list – Part A').
The payment claim will run quarterly on the 6th of the month, therefore it is recommended that you enter your claim prior to the 6th of the month to ensure prompt payment.
2. **Claim for the quarterly portion of the annual fee** by completing the **'quarterly return'** section on the 'Palliative care Stockist- Part B ' PO platform at the start of July, October, January and April.
The quarterly return requires you to record the 'Batch No & Expiry Date' of each **Part B** medication held. (See 'palliative care stock check list- Part B').

The payment claim will run quarterly on the 6th of the month, therefore it is recommended that you enter your claim prior to the 6th of the month to ensure prompt payment.

PharmOutcomes will automatically generate a claim for the costs of the drugs based on dm+d prices for that month.