

## HULL Palliative Care Scheme April 2020 PART A and PART C sites

### **Actions for Hull pharmacies commissioned to provide the Part A and Part C Palliative Care Scheme across Hull:**

The Palliative Care service requires the commissioned pharmacy to stock all medications listed in **PART A** formulary of the service specification at all times, and **PART C** formulary of the service specification until advised otherwise. (Special Covid-19 Part C Formulary).

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 Stockist Part A and Part C [Hull]' 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. **ORDER STOCK:** Ensure you have the required stock of all Part A drugs listed within the service spec AND all Part C drugs listed in the service specification. (See 'palliative care stock check list A and C')
2. **Claim payment of annual retainer fee (Appendix 4.3):** Log onto PharmOutcomes and complete the 'quarterly return' section on the 'Palliative Care Stockist Part A and Part C [Hull]' PharmOutcomes platform to cover the period 1<sup>st</sup> April 2020 to 30<sup>th</sup> June 2020 (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 and each Part C medication held. (See 'palliative care stock check list A and Stock check list C')
3. **Claim for Palliative care Part A and Part C medication costs (Appendix 4.2):** Claim for the cost of all medications in Part A and Part C by completing the 'Claim for date expired stock' section on the 'Palliative Care Stockist Part A and Part C [Hull]' PO platform. This will ensure you get paid for your initial stock investment for the service.

#### **Ongoing actions required throughout the service:**

1. **Claiming for replacement of date expired stock (Appendix 4.4):** If a medication in part A or Part C 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 A and Part C [Hull]' PO platform whenever a medication in part A or Part C has date expired and needs replacing.
2. If you experience any stock problem during the life of the service please report these on the 'Palliative Care Stockist Part A and Part C [Hull]' 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 Part A and Part C [Hull]' 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 and Part C medication held. (See 'palliative care stock check list A and check list C'). The payment claim will run quarterly on the 6<sup>th</sup> of the month, therefore it is recommended that you enter your claim prior to the 6<sup>th</sup> 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.