

GUIDANCE IN COMPLETING APPLICATION FORM FOR COMMUNITY PHARMACIES APPLYING TO DELIVER PUBLIC HEALTH SERVICES FROM 1ST APRIL 2019

The application process will be open from 1st February 2019. All applications must be submitted by 22nd February 2019, to phinvoices@hertfordshire.gov.uk.

Pharmacies may apply to deliver one or both services on offer: sexual health and/or stop smoking.

Applications will be reviewed and considered in week commencing 25th February 2019.

Pharmacies will be contacted by letter outlining if they have been accepted for an award of contract in early March 2019. All contracts will commence on 1st April 2019.

New providers will be issued with a contract. If pharmacies are applying for an additional service then a variation to the current contract will be issued.

Commissioners will have the right to **not award a contract** if the relevant pharmacy staff have not completed the training within agreed timescales.

It is the responsibility of the pharmacy to complete the form correctly and submit within the timescale. The Council will discount the application if it has not been completed correctly or it has not been submitted by the deadline of 5pm on 22nd February 2019.

Requirement

- Pharmacists wanting to provide stop smoking services will be required to deliver 3 quits within this 12-month contract and the other requirements outlined in the service specification.
- Pharmacists wanting to provide sexual health services will be required to deliver 5 EHC provisions within this 12-month contract and the other requirements outlined in the service specification.

Criteria

Pharmacies applying to provide either/both services must not currently have a contract to provide the chosen service and did not have a contract withdrawn under our previous application process - for contract period Oct 2017-Oct 2018.

Pharmacies will need to meet one of the following application criteria:

1. Have had a change of pharmacist/management/ownership or staff member
2. Is a new pharmacy provider

Pharmacies should complete/tick all the relevant boxes that relate to the application

Training

Pharmacies applying for either service will need to ensure that identified staff members have either:

- a) already had training; or

b) will be booked to undertake training within the required timescales.

Training Grace Period

A 3-month grace period to achieve training requirements will be applied for both services. Therefore, if staff have not completed the appropriate training requirements by the 1st June 2019 commissioners have the right to withdraw the offer of a contract.

Applications from community pharmacies that do not meet any of the criteria listed above will not have their application considered.

Background Information

All applicants must fill in the details of their pharmacy and their current public health contract status.

Option 1 Section – Stop Smoking Service

Only complete this section if your pharmacy is not currently contracted to do so and would like to deliver Stop smoking service as from the 1st April 2019.

Please describe how you plan to meet the requirements of the service specification

Please provide a brief statement in no more than 400 words, describing how you plan to meet the requirements of the service specification.

Important – please outline any major changes to your pharmacy within the last year.

Accredited pharmacy staff hours – please complete in full the staff that will be delivering stop smoking interventions and the hours they work.

Training – please complete relevant boxes. If pharmacy indicates that training will be completed by 1st June 2019, Public Health will check if this has been achieved. If training has not been completed a contract will not be awarded.

Section - Option 2 – Deliver Sexual Health Service

Only complete this section if your pharmacy is not currently contracted to do so and would like to deliver sexual health service as from the 1st April 2019.

Accredited pharmacy staff hours – please complete in full the staff that will be delivering sexual health and the hours they work.

DBS – please complete the question. A contract will not be offered if the pharmacist does not have an up to date DBS.

CPPE Training and Declaration of Competence – please complete this section.

If the pharmacy indicates that training will be completed by 1st June 2019 - Public Health will check to see if this has been achieved. If training has not been completed a contract will not be awarded.

Please describe how you plan to meet the requirements of the service specification

Please provide a brief statement with no more than 400 words, describing how you plan to meet the requirements of the service specification

Important – please outline any major changes to your pharmacy within the last year.

Please then sign and date the application and forward on to phinvoices@hertfordshire.gov.uk.

Thank You.