



NHS England (West Yorkshire Area Team)  
Ground Floor  
3 Leeds City Office Park  
Meadow Lane  
Leeds  
LS11 5BD

22 July 2014

Dear Pharmacist

### **Head Lice Scheme**

Following consultation with Community Pharmacy West Yorkshire and other relevant stakeholders, it has been agreed that the NHS Head Lice services will operate under the existing service specification (as issued by either Calderdale or Kirklees PCT). Pharmacies providing the service will follow the processes as outlined within the service specifications (copies available at [www.cpwy.org](http://www.cpwy.org)) relevant to your area. The information / letter from the West Yorkshire Area Team sent to each pharmacy in late May should be disregarded.

#### **Paperwork**

Pharmacies can either use the new consultation form included here or continue to use their original paperwork to record the patient consultation as within the service specification. These forms can be photocopied as necessary as they are no longer scanned by the formic software. The consultation forms (which contain patient identifiable information) **must not** be sent to the Area Team. The patient consultation forms should be securely retained in the pharmacy and protected from unauthorised access (in line with the NHS guidance for record retention) for 3 months following the consultation. The Area Team may periodically request that the pharmacy makes the consultation forms available as part of a Post Payment Verification process.

A new monthly claim form will be used to summarise service activity and invoice the Area Team. A copy of this form has been included with this letter ([an excel version can be e-mailed on request](#)). This form also includes the details of remunerations due for providing the service which remain unaltered from the existing service specification.

At the end of every month the pharmacy should summarise activity on the COMMUNITY PHARMACY HEAD LICE SERVICE Monthly summary form. This form should be sent to Primary Care – Pharmacy, NHS England at the above address or e-mailed each month to [england.wyat-phes@nhs.net](mailto:england.wyat-phes@nhs.net).

We have also resent the sign-up sheet for this service. Can you please sign and return this sheet to reflect the changes as specified above, agreed for this service.

### Accreditation

The process for accreditation has been changed from the service specification. Pharmacists providing the service must complete a Declaration of Competence for providing the Head Lice service, replacing the head lice assessment and Multiple Choice Questionnaire. The Declaration of Competence model moves away from 'accreditation' towards a model whereby pharmacy professionals take responsibility for their own personal competence to deliver a service. This is in-line with the GPhC / professional obligation to ensure pharmacists and pharmacy technicians keep up-to-date and reflects the processes used by GPs and some other healthcare professionals commissioned to provide local services. Every pharmacist providing the Head Lice service must be able to demonstrate they are competent, and this is demonstrated by a completed and signed CPPE Personal Head lice Declaration. Further details and the Declaration of Competence framework for Head Lice are available on the CPPE website: <http://www.cppe.ac.uk/sp/sp4.asp?PID=189&ID=203>

Please keep a copy of each form as a master copy and use as required,  
NHS England no longer have the capacity to provide this paperwork.

Electronic versions of the forms can be e-mailed by the area team on request or  
downloaded from the CPWY website: <http://www.cpsy.org/>

We would like to apologise for any inconvenience caused in the process of NHS England taking responsibility for this service. If you have any queries regarding these arrangements, please don't hesitate to contact me

Regards

Jon Hainsworth  
Primary Care  
NHS England (West Yorkshire Area Team)  
Ground Floor  
3 Leeds City Office Park  
Meadow Lane  
Leeds LS11 5BD  
Tel: 0113 82 52696  
E-mail: [england.wyat-phes@nhs.net](mailto:england.wyat-phes@nhs.net)