**PHARMACEUTICAL SERVICES**

**ADDITIONAL SERVICES**

1. **Introduction**

This service level agreement forms the basis for community pharmacies to provide a Prescribed Sharps Disposal Service to patients in Forth Valley. It will be carried out in accordance with General Pharmaceutical Council Professional Standards and Guidance in Good Pharmacy Practice.

Contractors have a Duty of Care for waste as laid out by the Scottish Environment Protection Agency. **https://www.sepa.org.uk/regulations/waste/activities-exempt-from-waste-management-licensing.**

1. **Background to the Service.**

Pharmacy contractors are required to accept medicine waste and sharps

(in appropriate bins) from patients being treated at or in a homely setting for uplift and disposal by NHS Forth Valley.

1. **Service aims**

3.1To provide patients with a robust route for safe disposal of prescribed medicines and sharps into approved sharps containers

3.2 To ensure that patients requiring prescribed sharps can return them in approved sharps containers to a community pharmacy for safe disposal and will be resupplied with empty sharps containers when returning full ones.

* 1. To create a network of community pharmacies to provide information

 and advice to patients on the safe disposal of prescribed sharps

 generated by patients in their own home.

3.4 To ensure that the healthcare professionals and patients in NHS Forth

 Valley requiring such a service are aware of and how to access it.

* 1. To work within the health and safety requirements and infection control

 guidance for handling, segregating and storing used medicines and sharps

 bins.

* 1. Ensure safe and appropriate storage and segregation of both empty and full

 prescribed medicines and sharps bins.

* 1. Ensure appropriate Standard Operating Procedures are in place

 to ensure all pharmacy staff understand their duty of care responsibilities **and**

 **work within** the health and safety requirements and infection control guidance

 for handling, segregating and storing medicines and sharps bins.

1. **Service outline and standard**

 Responsibilities of Forth Valley Pharmacy Services:

4.1 To provide, directly or indirectly, initial, and ongoing training in

waste and sharps management for community pharmacists and support staff.

4.2 To provide support and advice eg, on safe storage to pharmacists and support staff.

4.3 To facilitate liaison between community pharmacists, patients and health care professionals.

4.4 Deal with any complaints or issues raised.

1. **Service Outline – Responsibilities of NHS Forth Valley Waste Collection Contractor.**

5.1 To provide a schedule of routine uplifts for prescribed sharps and medicine waste and in agreement with NHS Forth Valley Pharmacy.

5.2 To uplift returned prescribed sharps presented in sealed and signed approved sharps containers.

5.3 Refuse to collect any waste that does not comply with NHS Forth Valley waste disposal policy, Dangerous Goods Legislation and Scottish Health Note (SHTN) A copy of NHS Forth Valley Waste policy is attached

1. **Service Outline- Responsibility of Pharmacy Contractor.**
	1. Ensure appropriate stock of purple lidded approved sharps containers are held

On site.

The following bins will be supplied from the waste contractor as part of the service and will be replaced once full ones are collected.

5L (re-order code 148325)

 13 litre (re-order code 155576)

 22 litre (re-order code 250660)

Orders for restocking 0.6L PATIENT USE SHARPS BINS is via email (FORM ATTACHED) to NHS Forth Valley Purchasing Department on

fv.orders-suppliesdept@nhs.scot

* 1. Ensure safe and appropriate storage of “in use” prescribed

 Sharps containers. Any sharps bins that are returned and

 annotated with patient CHI number if CHI number unknown

 the contractor code should be used.

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**6.3** Provide and complete all necessary waste transfer documentation.

6.4 Each patient should be supplied with an empty bin (s) when returning a full

 Bins(s)

6.5 Maintain knowledge relevant to providing the service to patients.

6.6 Participate/attend initial training and undertake update training and further training if required.

6.7 Participate in annual audit co-ordinated by NHS Forth Valley Pharmacy Services.

6.8 To ensure that all pharmacy staff understand and work within the health and safety requirements and infection control guidance for handling used sharps.

6.9 A named pharmacist will take overall responsibility for ensuring the service is provide to the standard required.

6.10 All pharmacists providing this service are registered with the General Pharmaceutical Council.

6.11 To ensure that the pharmacist and staff involved in the provision of the service have relevant knowledge and are appropriately trained in the operation of the service.

6.12 To notify NHS Forth Valley Contracts Officer of any changes in contracted opening hours, regular pharmacists or any other changes.

6.13 Ensure that Standard Operating Procedure(s) are in place.

1. **Training Requirements.**

7.1 All staff members involved in the delivery of pharmaceutical services

 should have undertaken appropriate training.

7.2 NHS Forth Valley will provide guidance in waste and sharps

 management for community pharmacist and their support to staff

 undertaking their duty of care. It is the responsibility of the contractor to

 ensure staff involved in the delivery of the service read and understand

 the guidance.

7.3 Contractors should ensure that all staff involved in the delivery

 Of this service are aware of their company procedure on

 managing a needle stick injury.

1. **Claims and Payment**
	1. Fees will be paid for Safe Disposal of Prescribed Sharps Service as defined by

 NHS Forth Valley.

8.2 Payment for service provision shall be made on the submission of a fully

completed NHS Forth Valley contract. Information for audit and evaluation purposes may also be gathered and must be completed before any payment is made by NHS Forth Valley.

 An annual claim form will be sent out to contractors each year

 in April to claim the £250 annual service fee.

1. **Monitoring and evaluation**
	1. Standard Operating Procedures should be available for all staff to access.
	2. Pharmacists, pharmacy technicians, and support staff involved in the provision

 of the service should undertake and retain evidence of relevant CPD/training.

1. **Pharmacy premises criteria**
	1. Community pharmacies providing a Prescribed Sharps Disposal Service must

 have a private, enclosed consultation area suitable within the community

 pharmacy.

 Key requirements are:

 Safe storage of sharps

**Acknowledgement**

Adapted by NHS Forth Valley based on documents produced by NHS Fife.