**SERVICE LEVEL AGREEMENT**

**PHARMACY FIRST EXTENSION SERVICE**

1. **Introduction**
   1. The objective of the management of common clinical conditions in patients, by means of a patient group direction (PGD), is to provide a timely and appropriate service for patients in the treatment of their condition and to identify patients who need onward referral to other NHS services.
   2. Treatment on the NHS will be provided to patients who meet the criteria set out in the PGDs and who wish to receive care following assessment by a community pharmacist.
2. **Background to the Service**
   1. Unscheduled care services are coming under increasing pressure to deliver timely and appropriate care to patients. The “Know who to turn to”(KWTT) campaign has focused on directing patients to the most appropriate route of care to manage their condition. The national Pharmacy First Scotland service allows community pharmacists to treat a number of common clinical conditions via a PGD. This local service follows the same principles and allows community pharmacists to treat a number of additional conditions not covered by the national service. The common clinical conditions and associated PGDs included in this service are detailed in Appendix 1.
3. **Service aims**
   1. To provide timely and appropriate access to management of common clinical conditions.
   2. To provide triage and onward professional to professional referral of patients with symptoms outside of the criteria as defined in the PGDs.
4. **Service outline and standard**
   1. The client’s eligibility for supply of medicines under the PGDs will be assessed in accordance with national and local guidance.
   2. The community pharmacy contractor will be responsible for the provision of advice (both written and verbal) to the patient as appropriate.
   3. The community pharmacy contractor will be responsible for ensuring that a suitable consultation area is available to provide the service.
   4. Medicines will be available to any patient who meets the inclusion criteria contained within the Patient Group Direction (PGD).
   5. The community pharmacy contractor will be responsible for referring patients who are excluded from treatment under the PGD to other service providers where appropriate, e.g. GP Practice or OOHs.
   6. The community pharmacy contractor will maintain patient medication records of the episodes of care.
   7. The community pharmacy contractor will be responsible for the provision of a user-friendly, person-centred, non-judgemental and confidential service.
   8. The part of the pharmacy used for provision of the service will provide a sufficient level of privacy and safety, ideally a private room or quiet area.
   9. The Pharmacy Contractor will notify the patient’s General Practitioner where they have supplied their patient with treatment by means of a copy of the supply record form.
   10. The community pharmacy contractor will display material within the pharmacy advertising the service.
   11. The community pharmacy contractor will be responsible, where appropriate, for counselling the client on other related messages. Written information should also be available on these topics.
5. **Training requirement**
   1. The community pharmacy contractor will ensure that staff involved in delivering the scheme, participate in a local training programme as identified by NHS Forth Valley in accordance with agreed local standards.
   2. The community pharmacy contractor has a duty to ensure that pharmacists and staff involved in the provision of the service are aware of and operate within local guidelines.
6. **Claims and Payment**
   1. Fees will be paid for each consultation (advice, treatment or referral) as part of the local Pharmacy First Extension service as defined by NHS Forth Valley.
   2. Payment for service provision shall be made on the submission of a fully completed NHS Forth Valley claim form. Information for audit and evaluation purposes may also be gathered and must be completed before any payment is made by NHS Forth Valley.
   3. The Pharmacy Contractor will sign and complete and submit a claim form each month to the Primary Care Contracts Office.
   4. A payment of £17.50 per consultation will be paid.
7. **Monitoring and evaluation**
   1. It is a requirement of the service that appropriate records are kept and maintained by the community pharmacy contractor to enable verification of service provision and training requirements and provide information to NHS Forth Valley for internal and external audit and evaluation purposes.
   2. A standard operating procedure should be in place in the pharmacy and cover all aspects of service provision.
8. **Pharmacy premises criteria**

Community pharmacies this service must have a private, enclosed consultation area suitable within the community pharmacy.

Key requirements are:

* Chair(s)
* Wheelchair/disabled access
* Safe storage of documentation

**Background information**

1. RPS Medicines, Ethics and Practice (current edition)
2. NHS Forth Valley Data Protection and Confidentiality Policy for personal information
3. NES Child Protection Distance Learning Resource Pack

**Reference**

1. Electronic Medicines Compendium ([www.medicines.org.uk](http://www.medicines.org.uk))
2. Current edition of the British National Formulary Online (BNF) (<https://www.bnf.org/products/bnf-online/>)

**Appendix 1 Conditions and PGDs Included under this SLA**

PGD for Hydrocortisone 1% for the treatment of minor skin conditions

PGD for Flucloxacillin for the treatment of minor skin conditions in those aged 1 to 17 years of age.

PGD for Phenoxymethylpenicillin for the treatment of acute sore throats in those aged 5 years and over.

PGD for Amoxicillin for the treatment of an exacerbation of COPD\*

PGD for Doxycycline for the treatment of an exacerbation of COPD\*

PGD for Prednisolone for the treatment of an exacerbation of COPD\*

\*These PGDs are only for use in patients who have been issued an with a COPD card.