**Homecare Service Proposal Agenda**

**Title of Service Review**

**Date:**

**Venue:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No.** | **Time** | **Agenda Item** | **Owner** |
|  |  | Attendees  Introductions |  |
|  |  | Overview of new product and service |  |
|  |  | Commercial Prices  NHS List, PAS, NHS price, CMU contract price, other  *If not already known* |  |
|  |  | Review of Homecare Service Proposal (HSP) Form information, missing information, other comments;  *Examples below but this point needs to be determined from the completion of the HSPF*   * Good Practice Principles – statement of intent to comply * Number of Homecare Providers able to provide service |  |
|  |  | NHS standard service specification points in addition to NHS T&C’s and identification of any points that differ from the offering;   * Understanding and Compliance with RPS Professional Standards for Homecare Services * Delivery Schedule   + Available - 4 to 12wk cycles   + Deliveries between 8am to 6pm Monday to Friday and 8am to 12pm Saturday   + Two hour delivery slots available * Turnaround timeframes from receipt of prescription and registration form to contact with patient - 5 working days * Clinical waste collection - same time as delivery? * Alternative delivery addresses - Inc. community pharmacy? * Clinical Evaluation Forms sent to Trusts following any clinical visit * Secure transfer of prescriptions to the Homecare Provider * Notification of the closure of patients account - 2 working days with collection of unused items and waste within 10 working days * Defects and Recalls   + Awareness of Appendix 19   + Replacement products like for like (not full boxes)   + FOC replacement products without the need for a new prescription |  |
|  |  | Review of any associated Patient Support Programme;   * Ensuring any associated PSP is an additional service element and can be opted out by Trusts * Report any adherence data and clinical outcome data back to the Trust (if PSP is used) * Report uptake of PSP to the regional leads * Monitor improved patient outcomes for PSP participants |  |
|  |  | Change Control  Any changes to the service or that may have an impact on the current service must be communicated to the NHS for risk assessment as early as possible.   * NHMC minimum notification period: short notice changes: 3 months * NHMC minimum best practise notice period:6 months * Clear dates for changes – start dates and stop dates for:   + receipt of new patient registrations   + receipt of first or last prescription   + date of first or last delivery/intervention   Change control procedures, formal approval by NHS, Homecare Provider and Manufacturer apply to, but are not limited to the following documents;   * Prescription * Registration Form * Clinical Service Protocol * Service Level Agreement * Sub-Contractor List |  |
|  |  | Key contacts for the service   * Manufacturer key contact * Provider Contacts * NHMC regional leads |  |
|  |  | AOB |  |