**NHMC Review Process of Manufacturer Commissioned Homecare Service Proposal (HSP) Form in England**

**Guidance for Use**

Where manufacturers propose a new manufacturer commissioned (pharma funded) homecare medicines service or wish to amend an existing service a Manufacturer Commissioned Homecare Service Proposal (HSP) Form should be completed. The NHS will review the proposal either once the Summary of Product Characteristics is available or on submission of a full product/technical specification.

Any Patient Support Programme (PSP) add-ons or additional services introduced following submission of the initial HSP Form should be re-submitted via the same process and by completing a new HSP Form.

**Scope**

This document outlines the process and timeframes followed within England to review information contained within the Manufacturer Commissioned Homecare Service (HSP) Proposal Form. For information on the review process for Scotland and Wales please contact the National NHS Homecare Leads within the respective home countries.

**Process**

**24 Weeks Prior to Planned Service Implementation**

Manufacturer completes a Manufacturer Commissioned Homecare Service Proposal (HSP) Form and sends it by email to the NHS National Homecare Lead in England. The completed form should be sent in word format and named as per the naming convention described on the form.

HSP Form forwarded to the relevant members of the HSP Form review group. The HSP Form review group is comprised of NHS Regional Homecare Specialists.

The National Homecare Lead for England will work through the list of review group members from top to bottom, missing out the members who reviewed the last HSP Form until 3 members have confirmed they can participate. If the minimum required membership is not achieved on the first work through of the list, those members who reviewed the last form and therefore were missing from the initial request will be contacted for participation.

**Within 8 Weeks Following Receipt of HSP Form**

Each review group member reviews and records comments and/or further questions for clarification on the amendable form. The review group arrange to meet via telephone to discuss and review the form. Feedback on comments from the review group will be communicated to manufacturers by one nominated person from the review group. The review group will work with manufacturers to achieve a final version of the HSP Form. All comments or communications will be recorded in the last section of the proposal form as audit trail.

This finalised version will be disseminated to Regional Homecare Specialists for further dissemination to Trust Homecare Leads.

**Within 8 Weeks of finalising the HSP Form**

Review group request SLA/Homecare NHS T&C Annex B (which includes prescription and registration form templates) from the commissioned homecare provider(s) and reviews these documents against the HSP Form.

Once each SLA/Homecare NHS T&C Annex B has been finalised for use by group and the homecare provider(s) this is circulated to NHMC/NHS Homecare Specialists for dissemination to Trusts for use.