**Guidance Note for the NHMC approved UK Manufacturer Commissioned Homecare Service Proposal (HSP) Form**

**Introduction**

At the December 2018 meeting of the National Homecare Medicines Committee (NHMC), the Committee endorsed the introduction of a new form for use by manufacturers when proposing new homecare services or making amendments to established services. The form is based on the Form A that has been in use in Scotland for the past 2 years. In Scotland the use of the form has helped to improve the efficiency of the review of new and amended service proposals.

The updated HSP Form will be adopted in England, Scotland and Wales as a means for companies to communicate homecare medicines service proposals to the NHS.

Differences in the review process across the UK will remain but this form will allow consistency in the information provided by manufacturers to the NHS. Further information regarding the review process in each of the home countries is available from the relevant NHS National Homecare Specialist.

Contact details are set out in Appendix 1.

**Guidance for Use**

Where manufacturers propose new or amendments to existing manufacturer commissioned homecare medicines services they should complete the Manufacturer Commissioned Homecare Service Proposal (HSP) Form and return the form by email to the NHS National Homecare Specialists (as detailed in Appendix 1). From this point the relevant country guidelines on how the form is used and reviewed will commence. Feedback from this review will be provided to manufacturers.

Information submitted in this proposal form and review process will be used to review the service offerings and contractual arrangements which relate to NHS and manufacturer commissioned Homecare Providers.

Information regarding any Patient Support Programme (PSP) add-ons or additional services introduced following submission of the initial HSP Form should be submitted on the NHMC PSP Homecare Service Proposal Form. Any amendments to services that were included in the original HSP Form submission should be updated on the HSP Form and re-submitted as track changes or changes highlighted.

The NHS will review the proposal either once the Summary of Product Characteristics is available or on submission of a full product/technical specification.

**Document Revision History**

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| Version | Active Date | Description of Amendments |
| V1 | 05/04/2019 | Initial Document Approved |
| V2 | 26/08/2021 | Final version approved under chairman’s action circulated for use (to be ratified in NHMC September 2021) |

**Appendix 1** **- Contact List**

NHS National Specialists

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| **National Leads** |
| Scotland | National Homecare Specialist | **Alison Paterson** | nss.pchc@nhs.scot | 0131 275 6827 07973781547 |
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