**Homecare Service Proposal Agenda**

**Title of Service Review**

**Date:**

**Venue:**

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| **Item No.** | **Time** | **Agenda Item** | **Owner**  |
|  |  | AttendeesIntroductions |  |
|  |  | Overview of new product and service  |  |
|  |  | Commercial PricesNHS 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
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|  |  | 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
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|  |  | 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
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|  |  | 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
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|  |  | Key contacts for the service * Manufacturer key contact
* Provider Contacts
* NHMC regional leads
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|  |  | AOB |  |