Schedule 1

PHARMACEUTICAL NEEDS ASSESSMENT Service Specification

1. INTRODUCTION AND BACKGROUND
   1. From 1st April 2013 every Health and Wellbeing Board (HWB) has been given a statutory responsibility to publish and keep up to date a statement of the needs for pharmaceutical services of the population in its area, referred to as a Pharmaceutical Needs Assessment (PNA).
   2. Pharmaceutical Needs Assessments (PNAs) are a statement of the needs for pharmaceutical services of the population in a defined geographical area and are an important tool in market entry decisions. Under the NHS (Pharmaceutical Services and Local Pharmaceutical Services) Regulations (“the 2013 Regulations”), anyone who wishes to provide NHS pharmaceutical services must apply to NHS England to be included on a pharmaceutical list, and prove that they are able to meet a pharmaceutical need as set out in the relevant local PNA.
   3. The PNA is undertaken as part of the local Joint Strategic Needs Assessment (JSNA) work programme, managed by the Public Health department and monitored by the JSNA Steering Group (or relevant group), a sub-group of the Health and Wellbeing Board.
   4. The project will deliver a PNA for each of the Health and Wellbeing Boards concerned that will meet the requirement as specified in the NHS (Pharmaceutical Services and Local Pharmaceutical Services) Regulations (“the 2013 Regulations”) and any subsequent legislation or guidance published during the project period.
   5. The project will involve project planning and governance, research and data analysis of local pharmaceutical services provision, describing health needs and local priorities, stakeholder engagement, drafting the PNA report, managing the consultation process and acting on feedback, and preparing the final report and mapping of services for timely publication.
2. **AIMS AND OBJECTIVE OF THE SERVICE**
   1. To prepare and publish a timely PNA for each of the five boroughs (Barnet, Camden, Enfield, Haringey and Islington) in compliance with their statutory duties.
   2. The main objectives of the PNA are:

* To provide a clear picture of the current services provided by community pharmacies and identify gaps in service provision in relation to NHS pharmaceutical services;
* To be able to plan for future services to be delivered by community pharmacies and ensure any important gaps in services are addressed;
* To provide robust and relevant information on which to base decisions about applications for market entry in accordance with The National Health Service (Pharmaceutical Services) Regulations 2013
  1. The scope of the PNA and the information required for a PNA is defined in Schedule 1 of the [“2013 Regulations”](http://www.legislation.gov.uk/uksi/2013/349/schedule/1/made) . The PNA must be compliant with all current legislation and any subsequent legislation or guidance published during the project period.

1. **ORGANISATION**
   1. To provide assurance to the five Health and Wellbeing Boards:

* The PNA will form part of the JSNA work programme (or as directed by individual LA’s), with the Public Health Knowledge Manager (or relevant) and JSNA Manager (or relevant) having overall responsibility for the management of the production of the PNA
* The JSNA Steering Group (or relevant) retains overall accountability to the five Health and Wellbeing Boards for the production of the PNAs and will provide assurance to the Boards on progress and quality, in consultation with the Provider.
* A smaller PNA Task and Finish Group will be established to steer the work in each borough. This group will be responsible for ensuring that all the legislative and regulatory requirements are fully met by the revised PNAs. The Provider will be responsible for the organisation of these borough-level group.
* Membership of the T&F group will include The Provider, Public Health (incl. input from the Director of Public Healthor delegated authority), CCGs, Medicines Management, Local Pharmaceutical Committees, Healthwatch and the Health and Wellbeing Manager(or equivalent) and any other relevant groups or organisations as directed by the provider and/or relevant LA.
* The Authority may elect to bring in additional subject matter experts with whom the bidders may collaborate in development of the PNA

1. **KEY ACTIVITIES**

4.1 Key inputs required for developing the PNA to be undertaken by the Provider:

* Play a key role in PNA Task & Finish Group and the wider NCL level Steering Group
* Develop and agree project plan with stakeholders, including PNA Task and Finish Group and Health and Wellbeing Board steering group.
* Develop and agree stakeholder engagement and communication plan
* Detailed analysis of current pharmaceutical provision including those of neighbouring HWB areas
* Undertake research and analysis, including Pharmacy user survey and Pharmacy service survey
* Review of local priorities, planning, housing and other relevant strategy documents
* Identification and collation of commissioned services by CCGs, Public Health and other commissioning bodies
* Identification and collation of pharmaceutical service providers (via NHS England list and analysis of survey feedback)
* Produce draft PNA report for consultation
* Provide project management support for consultation process
* Collate, review and report on consultation feedback
* Final reports produced for Health and Wellbeing Board sign-off
* Final report and maps published on local authority and JSNA websites

1. SERVICE REQUIREMENT
   1. Delivery of robust Pharmaceutical Needs Assessment (PNA) for the HWB of each borough. The Authorities would like the Provider to work collaboratively to develop and carry out the Pharmaceutical Needs Assessment (PNA). The broad and specific technical requirements are set out below.
   2. **Broad requirements**

This project is required to deliver a PNA in accordance with the “2013 Regulations”, and produce the following outputs:

* A PNA report for each Borough
* A map of local pharmacy service provision for each Borough
* A robust mechanism for production of supplementary statements

The PNA must also be compliant with any subsequent legislation or guidance published during the project period.

* 1. **Specific technical requirements**

In accordance with the “2013 Regulations” the PNA must contain the following information:

5.3.1 Necessary services: current provision

A statement of the pharmaceutical services that the HWB has identified as services that are provided-

(a) in the area of the HWB and which are necessary to meet the need for pharmaceutical services in its area; and

(b) outside the area of the HWB but which nevertheless contribute towards meeting the need for pharmaceutical services in its area (if the HWB has identified such services).

5.3.2 Necessary services: gaps in provision

A statement of the pharmaceutical services that the HWB has identified (if it has) as services that are not provided in the area of the HWB but which the HWB is satisfied-

(a) need to be provided (whether or not they are located in the area of the HWB) in order to meet a current need for pharmaceutical services, or pharmaceutical services of a specified type, in its area;

(b) will, in specified future circumstances, need to be provided (whether or not they are located in the area of the HWB) in order to meet a future need for pharmaceutical services, or pharmaceutical services of a specified type, in its area.

5.3.3 Other relevant services: current provision

A statement of the pharmaceutical services that the HWB has identified (if it has) as services that are provided-

(a) in the area of the HWB and which, although they are not necessary to meet the need for pharmaceutical services in its area, nevertheless have secured improvements, or better access, to pharmaceutical services in its area;

(b) outside the area of the HWB and which, although they do not contribute towards meeting the need for pharmaceutical services in its area, nevertheless have secured improvements, or better access, to pharmaceutical services in its area;

(c) in or outside the area of the HWB and, whilst not being services of the types described in sub-paragraph (a) or (b), or paragraph 1, they nevertheless affect the assessment by the HWB of the need for pharmaceutical services in its area.

5.3.4 Improvements and better access: gaps in provision

A statement of the pharmaceutical services that the HWB has identified (if it has) as services that are not provided in the area of the HWB but which the HWB is satisfied—

(a) would, if they were provided (whether or not they were located in the area of the HWB), secure improvements, or better access, to pharmaceutical services, or pharmaceutical services of a specified type, in its area,

(b) would, if in specified future circumstances they were provided (whether or not they were located in the area of the HWB), secure future improvements, or better access, to pharmaceutical services, or pharmaceutical services of a specified type, in its area.

5.3.5 Other NHS services

A statement of any NHS services provided or arranged by a local authority, the NHSCB, a CCG, an NHS trust or an NHS foundation trust to which the HWB has had regard in its assessment, which affect—

(a) the need for pharmaceutical services, or pharmaceutical services of a specified type, in its area; or

(b) whether further provision of pharmaceutical services in its area would secure improvements, or better access, to pharmaceutical services, or pharmaceutical services of a specified type, in its area.

5.3.6 How the assessment was performed

An explanation of how the assessment has been carried out, and in particular—

(a) how it has determined what are the localities in its area;

(b) how it has taken into account (where applicable)—

(i) the different needs of different localities in its area, and

(ii) the different needs of people in its area who share a protected characteristic; and

(c) a report on the consultation that it has undertaken.

5.3.7 Map of provision

A map that identifies the premises at which pharmaceutical services are provided in the area of the HWB.

5.4 The Provider must deliver a report for each Health and Wellbeing Board that is consistent with and builds on the PNA report for 2018 and which includes:

* Introduction to the PNA, setting out the local policy context and describes the methodology for the PNA, including the localities used for analysis.
* Demographics and health needs of the population, including consideration of groups with protected characteristics, and potential future changes to health needs
* Location of local health services, including primary and secondary care
* Description of access to pharmaceutical services including distribution, choice, opening time, physical access and IT
* Services provided my pharmacies, including Essential Services, Advanced Services, and Locally Commissioned Services, with a summary of categorization of services (as described in 1.18 above)
* Detailed analysis of opening times and services provided by pharmacies, broken down by pharmacy
  1. The Provider will support the Public Health Intelligence (PHI) team to deliver a map of local pharmacy services in the HWB area through the collation and provision of up to date data on pharmacy service provision. The mapping will be undertaken by the PHI team.
  2. The Provider will develop a process to enable the PHI team to produce future supplementary statements as required for the Health and Wellbeing Board.

1. Indicative timeline for activities

The authorities will agree in advance with the Provider an indicative timeline and provide them with dates for the completion of the draft PNA for the steering group review and for final approval by the respective HWBs.

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| **Activity** | **O** | **N** | **D** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** |
| Project planning |  |  |  |  |  |  |  |  |  |  |  |  |
| Stakeholder engagement |  |  |  |  |  |  |  |  |  |  |  |  |
| Research – demographics and health needs and review of local priorities |  |  |  |  |  |  |  |  |  |  |  |  |
| Research - current pharmaceutical service provision |  |  |  |  |  |  |  |  |  |  |  |  |
| Draft report for consultation |  |  |  |  |  |  |  |  |  |  |  |  |
| Consultation |  |  |  |  |  |  |  |  |  |  |  |  |
| Final draft for sign off by HWBs |  |  |  |  |  |  |  |  |  |  |  |  |
| Publication |  |  |  |  |  |  |  |  |  |  |  |  |