

**Service Specification**

**Reading**

**Needle Exchange Service**

**THIS AGREEMENT** is made on \_\_.\_\_.2022

**BETWEEN:**

1. **Change Grow Live** a registered charity in England and Wales (1079327) and incorporated and registered in England and Wales with company number 3861209 whose registered office is at 3rd Floor North West Suite, Tower Point 44 North Road, Brighton, East Sussex, BN1 1YR (“**CGL**”); and
2. **NAME OF PHARMACY, PHARMACY DETAILS** (**“the Pharmacy”).**

each a “Party” and together the “Parties”.

# BACKGROUND

A. CGL has selected The Pharmacy as its supplier for the provision of needle exchange in Reading.

B. CGL and The Pharmacy have agreed that The Pharmacy shall provide the Services to CGL on the terms and conditions set out in this Agreement.

**NOW IT IS HEREBY AGREED** as follows:

1. **Definitions and Interpretation**
   1. In this Agreement, the following words and expressions shall have the following meaning unless the context otherwise requires:-

“Adequate Procedures” means adequate procedures, as referred to in section 7(2) of the Bribery Act 2010 and any guidance issued by the Secretary of State under section 9 of the Bribery Act 2010;

**“Affiliates”** means in relation to a company any legal entity controlling, controlled by or under common control with the company in question. “Control” for this purpose being the direct or indirect possession of the power to direct or cause the direction of the management or policies of such company or entity whether pursuant to the ownership of voting securities, by contract or otherwise;

**“Agreement”** means this Agreement together with the schedules and any appendices attached hereto or referred to herein;

**“Anti-Corruption Legislation”** means the Bribery Act 2010 and any other applicable laws and regulations prohibiting public or commercial bribery, extortion, kickbacks or other unlawful or improper means of conducting business;

“Associated Person”means in relation to a company, a person (including an employee, agent or subsidiary) who performs services for or on that company's behalf;

**“Costs”** means, without limitation, all and any payments, penalties, costs, claims, demands, damages, compensation, fines, awards, losses and expenses (including any legal or other professional fees on an indemnity basis) and any other liabilities whatsoever (including, for the avoidance of doubt, in relation to Tax);

**"Commencement Date”** means the date of this Agreement or such later date as may be agreed by the Parties;

**“Fees”** means the fees for the Services calculated in accordance with Schedule 1;

**“Intellectual Property”** includes any copyright, design rights, patents, inventions, logos, business names, service marks and trade marks, internet domain names, moral rights, rights in databases, data, source codes, reports, drawings, specifications, know how, business methods, trade secrets, semi-conductor rights, topography rights, whether registered or unregistered, rights in the nature of unfair competition and the right to sue for passing off, applications for registration, and the right to apply for registration, for any of these rights, and all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world;

**“Service”** means the service set out in the associated SLA documentation.

**“Third Party”** means any supplier of services fundamentally the same as the Services (either in whole or in part) immediately before the Commencement Date; and

“**TUPE**” means the Transfer of Undertakings (Protection of Employment) Regulations 2006 (2006/246) and/or any other regulations enacted for the purpose of implementing the Acquired Rights Directive (77/187/EEC, as amended by Directive 98/50 EC and consolidated in 2001/23/EC) into English law.

* 1. In this Agreement:-
     1. any reference to a statute or statutory provision includes, unless the context otherwise requires, a reference to that statute or statutory provision as from time to time amended, consolidated, extended, re-enacted, or replaced and to all statutory instruments, orders, regulations or rules made pursuant to it;
     2. references to the singular includes the plural and vice versa, references to any gender includes a reference to all genders and references to a person includes natural persons, firms, partnerships, bodies corporate, corporations, associations, organisations, governments, states, foundations and trusts (in each case whether or not incorporated and whether or not having separate legal personality);
     3. unless the context otherwise requires, references to any clause, sub-clause or schedule is to a clause, sub-clause or schedule of or to this Agreement;
     4. all references to the parties include their permitted successors and assigns; and
     5. any phrase introduced by the term “including”, “include”, “in particular”, “for example” or any similar expression shall be construed as illustrative and the words following any of those terms shall not limit the sense of the words preceding any of those terms.
  2. The index and headings in this Agreement are inserted for convenience only and shall not affect the construction or interpretation of this Agreement.
  3. Each of the Schedules to this Agreement shall have effect as if set out in full in the body of this Agreement.
  4. In case of any conflict or inconsistency between the provisions of this Agreement and any Schedule, the provisions of this Agreement shall take precedence to the extent of any conflict or inconsistency only.

1. **Commencement and Duration**
   1. This Agreement shall commence on 01/10/2022 and shall (subject to the other provisions of this Agreement) continue until 30/09/2024.

1. **Price and Payment**
   1. CGL will pay the Fees in accordance with the invoicing and payment provisions set out in the associated SLA documentation.
   2. The Fees set out in the associated SLA documentation will be subject to any applicable Value Added Tax at the prevailing rate.

1. **Liabilities**
   1. Neither Party limits its liability for death or personal injury caused by its negligence or that of its employees, agents or subcontractors as applicable.
   2. Subject to clause 4.1, the total aggregate liability of each Party and its respective Affiliates to the other whether in contract, tort (including negligence), breach of statutory duty or otherwise arising out of or in connection with this Agreement will be a maximum of the total Fees paid or payable under this Agreement.
   3. Subject to clause 4.1, neither Party will be liable to the other Party for any indirect or consequential loss or damage including, without limitation, any indirect loss of business or profits in each case whether arising from negligence, breach of contract or otherwise.
2. **Intellectual Property Rights**
   1. All Intellectual Property Rights belonging to a Party prior to the execution of this Agreement shall remain vested in that Party.
   2. All Intellectual Property Rights and all other rights in any documents or materials produced pursuant to this Agreement shall belong to CGL.
   3. Subject to clause 5.1, each Party will grant to the other a non-exclusive, non-transferable and revocable right to use and reproduce its name and trade mark solely as necessary to permit the other’s performance of its obligations under this Agreement. Use of the name and trade mark will be agreed between the Parties and consent to such use will not be unreasonably withheld.
   4. Neither Party shall use any name or trade mark belonging to the other Party or their Affiliates in any way that may damage the goodwill of the other Party or that of its Affiliates.
   5. Each Party shall indemnify the other Party and its Affiliates against all costs, expenses, claims, losses and damages arising directly or indirectly from any claim by a third party that any Intellectual Property supplied by the Party infringes the trade mark, patent, copyright, design or other intellectual property right of such third party.
3. **Confidential Information**
   1. Each of the Parties agrees that it shall keep any information designated as confidential or which is otherwise clearly confidential in nature (“Confidential Information”) received by it from the other before or during the term of this Agreement and which relates to the business, assets, affairs, financial results, plans, customers and suppliers of the other Party or its Affiliates or of any third party strictly confidential and that it shall not use any such Confidential Information for its own benefit (save as is necessary in order to perform its obligations and/or exercise its rights under this Agreement) or disclose any such Confidential Information to any third party and that it shall ensure that no third party shall have access to it. Notwithstanding the foregoing, the Parties shall be entitled to disclose the Confidential Information to its employees, or to the employees of its Affiliates, to the extent that those employees have a genuine need to know the same to enable the Parties to perform their obligations or exercise their rights under this Agreement and who have been advised of the existence and terms of this Agreement, and who are legally obligated to protect the Confidential Information from unauthorised disclosure or use on terms at least as stringent as those contained herein. The recipient shall be liable for acts by any of its Affiliates in violation of this Agreement as if they were actions or omissions of that Party.
   2. The restrictions in clause 6.1 shall not apply to any Confidential Information which:-
      1. the recipient can prove is already known to it at the time of disclosure of the Confidential Information to it;
      2. is in the public domain at the time of disclosure of the Confidential Information to the recipient or which subsequently comes into the public domain through no fault of the recipient;
      3. is subsequently disclosed to the recipient (other than subject to conditions of confidentiality and without any restriction on disclosure) by a third party which is itself not subject to any restriction on disclosure imposed by the disclosing party hereunder; or
      4. is required to be disclosed as a matter of law or by the rules of a recognised stock exchange provided the recipient notifies the disclosing party, if legally permissible, as soon as possible following any relevant demand or request for disclosure.
   3. Each Party shall, if so requested by the other Party following termination of this Agreement, deliver up to the other party or destroy all documents and (save to the extent that the same shall have been incorporated into the formal records of that party) other material in its possession or control which include or incorporate any Confidential Information of the other party save that one copy of the Confidential Information may be kept by the legal department of each Party for audit purposes. All such incorporated or retained confidential information shall remain subject to the obligations set out in the preceding provisions of this clause 6.

1. **Data Protection**
   1. The Parties agree that in relation to Personal Data and Sensitive Personal Data (together “**Customer Data**”) processed by The Pharmacy by providing Services under this Agreement, The Pharmacy shall be a Data Processor and CGL shall be a Data Controller. “Data Controller”, “Personal Data” and “Special Category Personal Data” are as defined in the Data Protection Act 2018 (the “**DPA**”).
   2. Each Party shall at all times, comply with their respective obligations under all applicable data protection legislation, including but not limited to the DPA, in relation to all Customer Data that is processed by it in the course of performing its obligations under this Agreement, including by maintaining a valid and up to date notification under the data protection legislation.
   3. In relation to the processing of any Customer Data, each Party shall:
      1. process that Customer Data in accordance with the DPA;
      2. take such technical and organisational measures as may be appropriate to ensure the security of that Customer Data and the reliability of its employees, staff, officers and agents who may have access to, or be involved in, the processing of that Customer Data. Without prejudice to the generality of the foregoing, it will keep that Customer Data secure from any unauthorised or accidental use, access, disclosure, damage, loss or destruction; and
      3. not transfer that Personal Data outside the European Economic Area.

1. **Anti-corruption**
   1. Each Party acknowledges that the Party is committed to eliminating all risk of bribery and corruption in its business relationships.
   2. Each Party acknowledges and agrees that the other Party shall not be under any obligation to carry out any action or make any omission under this Agreement to the extent that it reasonably believes would be in breach of any Anti-Corruption Legislation.
   3. Each Party acknowledges and agrees that neither it nor any third party has breached any Anti-Corruption Legislation in order for it to enter into this Agreement.

1. **TUP****E**

9.1 The parties agree that they do not intend any employee of either party will transfer under the TUPE Regulations. Should it be however the case that by way of the contract award, CGL will require the Subcontractor to TUPE transfer in some employees, both parties agree the TUPE legislation will apply to all areas of the transfer process and arrangements made accordingly

1. **Termination**
   1. CGL may terminate this Agreement at any time on giving not less than 3 months’ written notice to the Pharmacy.
   2. Without prejudice to its other rights or remedies which the Parties may have, either Party may terminate the Agreement immediately by written notice to the other Party, if the other Party:
      1. fails to pay any amount due under this agreement on the due date for payment and remains in default not less than thirty (30) days after being notified in writing to make such payment;
      2. commits a material breach of any of the terms of this agreement and (if such a breach is remediable) fails to remedy that breach within thirty (30) days of that Party being notified in writing of the breach;
      3. repeatedly breaches any of the terms of this agreement in such a manner as to reasonably justify the opinion that its conduct is inconsistent with it having the intention or ability to give effect to the terms of this agreement; or
      4. is unable to pay its debts or becomes insolvent, is the subject of any order made or a resolution passed for the administration, winding-up or dissolution (otherwise than for the purpose of a solvent amalgamation or reconstruction), has an administrative or other receiver, manager, trustee, liquidator, administrator, or similar officer appointed over all or any substantial part of its assets, enters into or proposes any composition or arrangement with its creditors generally or is the subject of any events or circumstances analogous to the foregoing in any applicable jurisdiction.
   3. On termination of this Agreement for any reason:
      1. CGL shall, except where the Agreement is terminated due to The Pharmacy’s material or repeated breach, immediately pay all of The Pharmacy’s outstanding unpaid invoices and interest and, in respect of Services supplied but for which no invoice has been submitted, The Pharmacy will submit an invoice, which shall be payable immediately on receipt; and
      2. the accrued rights, obligations and liabilities of the Parties as at termination and the continuation of any provision expressly stated to survive or implicitly surviving termination, shall not be affected.

1. **Force Majeure**
   1. In this clause, "Force Majeure" shall mean any event or circumstance which is beyond the reasonable control of the Party affected by it including, but not limited to an act of God, local government or government (including but not limited to its compulsory acquisition and / or seizure of flu vaccine in the event of a flu epidemic or flu pandemic), war, fire, flood, earthquake or storm, acts of terrorism, explosion, civil commotion or industrial dispute affecting a third party (for which a substitute third party is not readily available).
   2. If either Party is, or considers that it is likely to be, affected by a Force Majeure event, it shall promptly notify the other Party of the relevant event or circumstance.
   3. Neither Party shall be in breach of this Agreement if any delay or failure in the performance of any obligation of that Party under this Agreement is caused, in whole or in part, by any Force Majeure and any time by which, or period within which, that obligation is to be performed shall be extended accordingly.

1. **Dispute Resolution**
   1. If any dispute arises out of this Agreement, the Parties shall attempt to settle it by negotiation, who shall seek in good faith to resolve the dispute within twenty-one (21) days of the issue being referred, escalating it within their respective companies as necessary for this purpose.
   2. If the Parties are unable to settle any dispute by negotiation within twenty-one (21) days, the Parties may elect to refer the dispute to mediation or an alternative form of dispute resolution however nothing in this Clause shall prevent the Parties commencing or continuing court proceedings at any time.
2. **Assignment/Sub-Contracting** 
   1. Neither Party shall assign, transfer, charge or otherwise deal with all or any of its rights under this Agreement without the prior written consent of the other Party. No such permitted assignment shall relieve either Party of any of its obligations under this Agreement.
3. **Benefit of Agreement (Third Party Rights)**
   1. Save as otherwise expressly provided in this Agreement, no term of this Agreement is intended to confer a benefit on, or be enforceable by, any person who is not a party to this Agreement (whether under the Contracts (Rights of Third Parties) Act 1999 or otherwise).
4. **No Partnership**
   1. 15.1 This Agreement does not create a partnership between the Parties and neither Party shall have any authority to act in the name or on behalf of, or otherwise bind, the other Party to any obligation.
5. **Waiver**
   1. Neither Party shall be deemed to have waived the performance or breach of any provision of this Agreement unless it does so expressly in writing. No such waiver shall be deemed to be a waiver of any other past or future default or breach of such provision or any other provision of this Agreement.
   2. No failure or delay by a Party in exercising any right under this Agreement shall be deemed to be a waiver of, or to otherwise prejudice, the exercise of that right.
6. **Severability**
   1. If any term of this Agreement is or becomes illegal, invalid or unenforceable in any jurisdiction, that will not affect the legality, validity or enforceability in that jurisdiction of any other term of this Agreement; or the legality, validity or enforceability in other jurisdictions of that or any other provision of this Agreement.
7. **Publicity**

18.1 Each Party shall obtain written approval from the other prior to making any press release or public statement or announcement regarding this Agreement or any ancillary matter unless the release, statement or announcement is required by law any recognised stock exchange. Any such required announcement shall in any event be issued only after prior consultation with the other Party as to its contents.

1. **Variations**
   1. The Agreement may only be amended or varied by a document in writing signed by a duly authorised person on behalf of each Party.

1. **Governing Law**

20.1 This Agreement shall be governed by, construed and interpreted in accordance with English law and the Parties hereby agree, for the purposes of this Agreement only, to submit themselves and any claim or matter arising under or in connection with this Agreement to the exclusive jurisdiction of the English courts.

Schedule 1 – SPECIFICATION

1. **Background**
   1. Needle exchange services supply needles, syringes and other equipment used to prepare and take illicit drugs. They reduce the transmission of blood-borne viruses (BBVs) including hepatitis B and C, and other infections caused by sharing injecting equipment. They aim to reduce the harm caused by injecting drugs through providing information and advice and acting as a gateway to other services, including drug treatment centres.
   2. The needle exchange service may be the only contact some people have with a Healthcare Professional. Needle exchange services in England are based across a range of services, with pharmacy making up the majority of the sites.
   3. The provision of needle exchange in pharmacies provides the benefit of increasing the availability of needles exchange packs across a wide geographical area. This provides more flexibility of provision of services not only by area but by opening hours as well.
2. **Aims and Intended Service Outcomes**

2.1 To assist the service users to remain healthy until they are ready and willing to cease injecting and ultimately achieve a drug-free life with appropriate support.

* 1. To protect health and reduce the rate of blood-borne infections and drug related deaths among service users:
* by reducing the rate of sharing and other high risk injecting behaviours;
* by providing sterile injecting equipment and other support;
* by promoting safer injecting practices
* by providing and reinforcing harm reduction messages.
  1. To improve the health of local communities by preventing the spread of blood-borne infections by providing a safe and effective route for the disposal of used injecting equipment.
  2. To help service users access treatment by signposting to CGL adult substance misuse services and health and social care professionals where appropriate.
  3. To aim to maximise the access and retention of all injectors, especially the highly socially excluded.
  4. To help service users access other health and social care, acting as a gateway to other services.
  5. To reduce the number of drug-related deaths associated with opioid overdose.

1. **Service Outline** 
   1. The needle exchange service will be available to all presenting adults (aged 18 and over) who are resident of Reading, who require access to needles and other injecting paraphernalia in relation to illicit intravenous drug use. Any patients presenting as users of performance-enhancing drugs (PEDs) (including anabolic steroids and growth hormones) must be directed to attend Change Grow Live Reading to obtain their injecting equipment. If the patient is not resident in Reading, they will need to be referred to CGL.
   2. Young people under 18 years old should be sign-posted to the local specialised Young People’s Service. However, for young people aged between 16 and 18, where there is likely to be a delay in the young person accessing treatment, it may be appropriate to issue a small amount of equipment if it is considered that by doing so the young person will be kept safe from the risk of blood-borne viruses through previously-used equipment. Referral into the Young People’s substance misuse service should be encouraged and information provide on how to access this service.
   3. The needle exchange service will NOT be available to individuals requiring access to needles and other injecting paraphernalia in relation to non-drug misuse related treatment regimens which require regular intravenous administration of prescribed medication e.g. insulin. Separate provision exists for these patient groups.
   4. If the service user requests equipment not supplied within the needle exchange programme, the pharmacy will refer them to Change Grow Live Reading
   5. Pharmacies in the Reading area participating in the needle exchange service will work together to reduce the practice of sharing equipment amongst drug users.
   6. The pharmacy will provide service users with:
      * injecting equipment in a suitable bag
      * information and advice around changing lifestyles
      * basic information on minimising the complications associated with drug use
      * information signposting them to substance misuse services within the community
   7. The pharmacy will provide an introduction to the scheme and explain the rationale behind the service-to-service users.
   8. The pharmacy should order sufficient materials to ensure continuity of the service.
   9. An accredited pharmacist does not need to undertake the transaction or be present when the transaction occurs. However, the pharmacist will be responsible for ensuring that any staff member undertaking the transaction is competent to do so and have undertaken the required training.
   10. The pharmacist will ensure that staff are made aware of the risks associated with the handling of returned used equipment and the correct procedure used to minimise those risks. Please refer to the pharmacy’s own safety guidance. A needle stick injury standard operating procedure should be in place and visible to all staff.
   11. Used needles and sharps boxes must not be handled directly by any pharmacy staff. Sharps bins should be offered to service users to deposit used ‘works’ directly into.
   12. It is strongly advised that staff involved in the delivery of this service are immunised against Hepatitis B.
2. **Management of Returns** 
   1. Each pack will contain a sharps return bin.
   2. Pharmacy staff should encourage a 1-1 exchange (i.e. supplies given out in exchange for a used bin being returned) however failure to return all used equipment should not result in a withdrawal of the service. Insistence on 1-1 exchange can be counterproductive, and consequently it is NOT necessary for a service user to return used equipment in order that they may receive sterile equipment.
   3. Pharmacy staff should keep encouraging service users to return their used equipment and should enquire if there is a particular problem that makes it difficult for them to return (for example, lack of transport or fear of police).
   4. Pharmacies should position a returns deposit bin in a convenient location in order to encourage and facilitate the return ofused equipment, but having regard to the safety of staff and other users of the pharmacy. The pharmacy will allocate a safe place to store equipment and returns for safe onward disposal. The storage containers provided by the clinical waste disposal service will be used to store returned used equipment.
   5. Appropriate protective equipment, including gloves, overalls and materials to deal with spillages, should be readily available close to the storage site.
   6. Contractors are responsible for ensuring they have sufficient sharps bins in the pharmacy to enable them to deal with demand and not put staff at risk. Collection of sharps bins will be managed by Sustainable Waste on a scheduled collection basis.
3. **Data Recording & Information Sharing** 
   1. The pharmacy will be expected to ensure secure systems and records to prevent misuse of service, and to ensure the confidentiality for service users.
   2. The pharmacy will use the Service User Record Form (Appendix A ) to record all transactions. This record will include;

* Date of supply
* Postcode
* Initials
* Gender
* Date of birth
* Number of packs given out
* Number of sharps bins returned
  1. The pharmacy will create a transaction record on PharmOutcomes using the information from the service user record form.
  2. Internet access must be available for input of data onto PharmOutcomes.
  3. Pharmacy staff should not notify prescribers or other services of a service user’s use of the needle exchange service without their permission. This is except in circumstances where withholding information or seeking the service users permission to share may put others at risk (e.g. in certain Child Protection or Safeguarding situations).
  4. Pharmacists will share relevant information with other health care professionals and agencies, in line with locally determined confidentiality arrangements.

1. **Brief Harm Minimisation and Health Promotion Interventions** 
   1. This will be undertaken by a pharmacist or other competent staff member and may encompass such areas as:

* Safe injecting techniques
* Sexual health advice
* Transmission of blood-borne viruses
* Wound site management
* Nutrition
* Safe storage and disposal of injecting equipment and substances (e.g. to avoid risk of injury to children)
* Taking measures to reduce harm and prevent drug-related deaths
* Alcohol misuse

1. Advice will be consistent with relevant recognised guidelines and good practice and should be supported with appropriate harm minimisation materials or literature.
2. **Ordering of NSP consumables**
   1. It is the responsibility of the pharmacy to order consumables required for this service.
   2. NSP equipment should be ordered via Orion Medical Supplies
   3. The ordering of packs should be organised by the pharmacy so that appropriate stock control is maintained and to ensure there is not an unacceptable build-up of clinical waste on the pharmacy premises.
3. **Accessibility**
   1. The service will be available on an open access basis with no requirement for service users to be referred from another agency.
   2. The service user will determine:
      * Which delivery site they access
      * The frequency of engagement
      * Which interventions they access
4. **Service requirements and duration**
   1. This service specification is valid from 01/10/2022 – 30/09/2024.
   2. The pharmacy will offer a user-friendly, non-judgmental, patient-centred and confidential service.
   3. Pharmacies contracted to provide the Needle Exchange service shall display the national logo in a prominent position visible from outside the premises.
   4. The service will be delivered in a part of the pharmacy which ensures a sufficient level of privacy and safety for service users and other members of the public accessing the pharmacy.
   5. Pharmacists and staff involved in the provision of the service must be aware of and operate within any locally agreed protocols and follow their company Standard Operating Procedures that cover the provision of this service.
   6. Pharmacists and staff involved in the provision of the service must have relevant knowledge and be appropriately accredited in the operation of the service.
   7. The Contract Manager must be informed of any changes to personnel which impacts service delivery or availability. Every effort should be made to ensure service continuity.
5. **Quality indicators**
   1. The pharmacy will have standard operating procedures relating to this service. The pharmacist will review these standard operating procedures and the referral pathways for the service on an annual basis
   2. The pharmacist will attend required training and accreditation events relating to this service.
   3. The pharmacist has completed the required training.
   4. The pharmacist has undertaken CPD relevant to this service, and pharmacists (including locums) and staff involved in the provision of this service have sufficient relevant knowledge and are familiar with the requirements of this service specification.
   5. The pharmacy has a complaints procedure in place
   6. The pharmacy co-operates with any local assessment of service and service user experience, including use of “mystery customers” and audits.
6. **Incidents and complaints**
   1. The pharmacy is required to have a robust incident reporting and investigation procedure in place.
   2. Incidents relating to this service should be reported in line with the pharmacy’s incident reporting procedure. The pharmacy will provide a copy of the incident report to the Contract Manager.
   3. The pharmacy will deal with any complaints sensitively and will report any complaints, comments or concerns to the Contract Manager as soon as possible.
7. **Required training**
   1. The lead pharmacists providing the service are required to successfully complete:
      * CPPE Substance Use and Misuse (Modules 1 – 4) and the associated learning
      * CPPE Safeguarding Children and Vulnerable Adults and the associated learning
   2. All pharmacists will be required to complete the CPPE Declaration of Competence for Needle Exchange Programme. It is recommended that all registered pharmacy technicians complete the same declaration. The declaration will need to be confirmed on PharmOutcomes via enrolment
   3. The training requirements must be met within three months of joining the service and updated every three years.
   4. A representative from the pharmacy may be required to attend an annual training event.
8. **Use of locum pharmacists**
   1. The pharmacy has a duty to ensure that staff and other pharmacists (including locums) involved in the provision of the service have relevant knowledge and are appropriately trained in the operation of the service to ensure the smooth continuation of the service in the absence of the regular pharmacist
   2. Where possible, the pharmacy should ensure it is staffed by a regular pharmacist/s. Should the pharmacy be in a position where the pharmacy will be run on different locum pharmacists for more than a month, the Contract Manager must be informed.
   3. CGL has the right to withdraw the service from a pharmacy that is not staffed with regular pharmacists. Alternatively, CGL may impose additional conditions on the pharmacy in order for the pharmacy to remain providing the service.
   4. The pharmacy should ensure that there are adequate support staff, including staff specifically trained to support this service in the pharmacy at all times in order to support the pharmacist (including locum pharmacist) in the operational elements of the service and to help ensure the safe and smooth running of the service.
   5. The pharmacy will ensure that appropriate professional indemnity insurance is in place.
   6. It is a requirement for pharmacies signing up to this agreement to comply with all the requirements of the essential services of the NHS Community Pharmacy Contractual Framework
9. **Payment arrangements**

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| --- | --- |
| **Service Provided** | **Fee** |
| Needle Exchange – packs given out | £1.40 per transaction |
| Needle Exchange – returned sharps containers | £1.00 per returned sharps container |

* 1. Payments will be made monthly upon input of the data onto PharmOutcomes. Invoices will be generated automatically by PharmOutcomes on the 5th of the month. The service contract and financial details will need to be completed and returned before any payments will be made.
  2. Fees will be paid on the basis of submitted claims into a bank account specified by the pharmacy.
  3. The pharmacy is responsible for entering accurate claims data on the correct website

1. **Audit**
   1. The pharmacy will participate in audits of this service provision organised by the Contract Manager, as and when required, and deliver identified action points reported on the audit within the agreed timescale.
   2. The Contract Manager may employ mystery shoppers as part of this audit.
2. **Safeguarding and governance**
   1. Pharmacy staff must be aware of local child and vulnerable adult protection procedures; these must be followed at all times.
   2. It is implicit in the service being provided that it is delivered to the standard specified and complies with the legal and ethical boundaries of the profession.
   3. Should an issue be identified either through a visit by the Contract Manager or through any other means an action plan will be produced following the process below:
      * CGL will identify any issues and will agree points for action with the named pharmacist, and an action plan will be created.
      * The Contract Manager will send a written report to the named pharmacist within two weeks of the visit summarising what action needs to be taken and by when.
      * The Contract Manager will contact the pharmacy again once the agreed timescales have elapsed to confirm that the action plan has been completed.
      * If any further action needs to be taken, this will be documented, and new timescales agreed.
      * If the issues remain unresolved after this, the option to withdraw the service from the pharmacy may be exercised.

Please note that the pace with which the process progresses will be determined by the level of risk. In addition, any serious professional matters identified may be escalated to Public Health England or GPhC.

**Appendix 1: Local Contact Information**

Change, Grow, Live Reading: 4 Waylen Street, Reading, RG1 7UR / 127 Oxford Road, Reading RG1 7UU

Change, Grow, Live Reading Tel No: 0118 955 733

Change, Grow, Live Reading secure E-Fax No: 0118 900 7883

Change, Grow, Live Reading general email contact: [Reading.admin@cgl.org.uk](mailto:Reading.admin@cgl.org.uk)

Service Manager: Lynn Taylor, [Lynn.Taylor@cgl.org.uk](mailto:Lynn.Taylor@cgl.org.uk)

Deputy Service & Quality Manager: June Watson, [June.Watson@cgl.org.uk](mailto:June.Watson@cgl.org.uk)

The parties to this Agreement confirm their understanding and acceptance of the terms laid out in this Agreement and acknowledge same below:

**For and on behalf of Change Grow Live**

|  |  |
| --- | --- |
| Name: |  |
| Job Title: |  |
| Signature: |  |
| Dated: |  |

**For and on behalf of the Pharmacy**

|  |  |
| --- | --- |
| Name: |  |
| Job Title: |  |
| Signature: |  |
| Dated: |  |

Pharmacy Name…………………………………………………………………………………………………………………….

Pharmacy address………………………………………………………………………………………………………………….

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