

Business Continuity in Community Pharmacy

Grant Funding Allocation

March 2019

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1. Background

Community pharmacy contractors are required, under Terms of Service (http://www.hscbusiness.hscni.net/pdf/Pharm_Regs_1997.pdf) to provide pharmaceutical services for all of the pharmacy's contracted hours. Clause 4 (12) in Schedule 2 Part II makes the following provision for when the chemist is prevented from complying with these obligations:

“Where a chemist is prevented by illness or other reasonable cause from complying with his obligation under this paragraph, he shall, where practicable, make arrangements with one or more chemists whose premises are situated in the neighbourhood for the provision of pharmaceutical services during that time”

It is therefore important that community pharmacies have up-to-date arrangements for business continuity in the event of unforeseen service pressures.

Business continuity planning allows a business to identify its key services and assets, assess the risk of an emergency event occurring, analyse the impact of an emergency on the business, plan to reduce the likelihood of an event occurring and plan how to function if an emergency actually occurs.

2. Grant outline

The purpose of this grant funding allocation is to support community pharmacies in the development of business continuity plans.

3. Grant description

The pharmacy must be approved by the HSCB. This is via a declaration signed by both the HSCB and the pharmacy.

4. Requirements

The business continuity plan should cover the following topics:

- Loss of main premises
- Loss of computer system/patient medication records/essential data
- Loss of telephone system

- Loss of or inability to access essential resources including prescriptions and dispensed medicines.
- High incidence of absence of Pharmacist/Technician/Staff
- Loss of utilities
- Who needs to be informed e.g. HSCB, local GP practices

Arrangements should be reviewed and appropriate staff trained on an annual schedule.

5. Resources

A template business continuity plan is available from CPNI to assist contractors in the development of their individual plans. CPNI Tel: 02890690444.

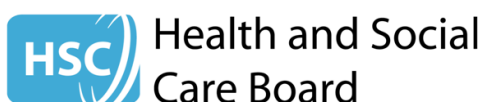
6. Remuneration

Payment of £1500 is available to each community pharmacy contractor upon submission of Appendix 1 to your local HSCB Office by 5th April 2019, with completed plans to be submitted to your local office by 30th June 2019.

7. Verification and clawback

Where the HSCB identifies failure to comply, the HSCB reserves the right to recover all, or part of, this grant funding.

Appendix One



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DECLARATION OF COMPLIANCE

Pharmacy Details

Contractor Number	
Pharmacy Name	
Pharmacy Address	

Declaration of Compliance:

I can confirm that a business continuity plan will be developed to enable the pharmacy to meet the requirements of the HSCB 'Business Continuity in Community Pharmacy' Grant Funding Allocation and so enable our pharmacy to meet its obligations under Terms of Service/ Pharmaceutical Services Regulations (NI) 1997. I confirm that I will submit my Business Continuity plan to my local HSCB office by 30th June 2019.

I understand that where the HSCB identifies failure to comply, the HSCB reserves the right to recover all, or part of, this grant funding via an adjustment to the pharmacy's BSO payment account.

Signed on behalf of the pharmacy: _____

Position: _____ Date: _____

This form to be returned to your Practice Support Manager at your local HSCB Office by 5th April 2019.

Signed on behalf of the HSCB: _____ Date: _____