

To: All Community Pharmacists

Tel : 028 95 363375
Fax : 028 95 361166
Web Site: www.hscboard.hscni.net

18th February 2019

Dear Colleague,

TRANSFORMATION FUNDING ALLOCATIONS:

Further to previous correspondence issued on 15th January 2019, I am pleased to advise that additional funding has been secured for a further two projects which have been developed collaboratively between HSC, CPNI and DoH as detailed below.

1. Enhancing Clinical Capability and capacity of the community pharmacy workforce:

Training grant of up to £210 to each community pharmacy

A training grant has been made available to encourage community pharmacists to enhance their clinical skills through professional development. The training grant can be used for pharmacists to undertake training from a list of recognised training as detailed in Appendix 1. This training should be completed by 31st March 2019 and a record of the completed training maintained in the pharmacy.

Payment of up to £210 for 1.5 days (or equivalent) clinical development will be made available to each community pharmacy contractor upon submission of an appropriately completed claim form (Appendix 2) to your Practice Support Manager in your local HSCB Office.

2. Quality Improvement through Implementation of an Electronic Adverse Incident Recording System:

Grant funding allocation of £600 to each community pharmacy

An effective way to minimise the occurrence of medication errors is to record them for subsequent analysis and shared learning. Electronic adverse incident recording systems are an efficient way of managing this in the community pharmacy. The enclosed grant funding allocation outlines support so that every community pharmacy has the opportunity to install such a system. A further funding bid for 2019/20 has been made to support the implementation and embedding of these systems into routine practice.

The grant is available to those contractors who have a system with the described requirements already in place as well as those who install a new system (or undertake to do so by 30th June 2019).

If you would like to discuss any aspect of this grant funding allocation, please contact your Practice Support Manager in your local HSCB Office in the first instance.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Joe Brogan', written in a cursive style.

Joe Brogan
Assistant Director of Integrated Care
Head of Pharmacy and Medicines Management

Enc.

Enhancing Clinical Capability and Capacity of the Community Pharmacy Workforce Pharmacist Workforce Recognised Training List

Training requirements:

The training grant can be used for pharmacists to undertake training from the following list of recognised training. This training should be completed by 31st March 2019 and a record of the completed training maintained in the pharmacy.

A grant of up to £210 is payable for 1.5 days (or 8.5hours equivalent) clinical development. Examples of how this may be undertaken include

- Pharmacists currently enrolled in any of the following NICPLD courses will be deemed to have met the training requirements.
 - Non-Medical Prescribing,
 - Advanced Practice
 - Foundation Programme
- Pharmacists may complete a number of shorter training courses provided the total hours of learning is ≥ 8.5

Live Training		
Provider:	Course	Hours of Learning
HSCB	Pharmacy First- Winter Pressures	2
NICPLD	Falsified Medicines Directive	2
NICPLD regional programme	End of life care	Day 1 2
		Day 2 2
NICPLD workshop programme:	Health Literacy	Day 1 2.5
		Day 2 2.5
	Interpreting lab tests in primary care	5.5
	Medicines management: Medication review	5.5
	Medicines management: Older people	5.5
	Medicines management: COPD	5.5
	Advanced Clinical Practice: Heart failure and	3

	hypertension	
	Managing malnutrition	2

Distance Learning – on line courses provided by NICPLD		
Course		Hours of learning
Pharmacy Services	Adherence	3
Antimicrobials	Advanced Clinical Practice (Autumn 2018)	2
	Antibacterial agents	2
	Common Infections	3
	Drug Selection	3
	Other Agents	3
	Resistance	3
	Stewardship	2
Cardiovascular Disease	Acute Coronary Syndrome	4
	Anticoagulation	8
	Atrial Fibrillation	8
	Cardiovascular risk	6
	Heart Failure	3
	Stable Angina	3
	Stroke	4
Diabetes	Evidence based management of Diabetes	16
	ACP (Summer 2018) Type 2 Diabetes	2
Gastrointestinal disease	Colorectal carcinoma	3
	Diverticular disease	2
	Dyspepsia	8
	Functional bowel disorders	2
	Inflammatory bowel disease	4
	Stoma	6
Mental Health	Anxiety disorders	3
	Bipolar affective disorder	3
	Depression	3
	Schizophrenia	3
Pain Management	ACP (spring 2018) Prescription drug misuse	2
	Controlled Drugs – striking a balance	8
	Pain management	8
High risk medicines	High risk medicines - insulin	1
	High risk medicines - opioids	1
	High risk medicines – oral anticoagulants	2

Pharmaceutical care of patients with dementia		10
Respiratory disease	Asthma	6
	COPD	4
	Inhaler devices	2
	Nebulisers	2
	Oxygen	3
	Spirometry	2
Women's Health	Contraception	4
	Menopause	2
	Pregnancy	4
	Urogenital conditions	4
Working in a clinical environment		6

Contractor No:	Pharmacy Name & Address:	Contact Tel No:
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Name of Attendee:	Name of Course Completed:	Date of completion of training:	Duration of training:

Declaration by Contractor / Superintendent / Community Pharmacist / Duly Authorised Signatory

I wish to claim the sum of £_____ for the above training.

I can confirm that the grant has been used to enhance the clinical capability of the pharmacist workforce and a record of training completed is maintained in the pharmacy and will be made available to HSCB upon request. I understand that where the HSCB identifies failure to comply, the HSCB reserves the right to recover all, or part of, this training grant via an adjustment to the pharmacy’s BSO payment account.

Name:

Signed: **Date:**

For Office Use Only: Payment Authorisation

I confirm that this claim relates to legitimate charges against the Board and that the claim is in order for payment.

Amount Authorised for Payment:	£
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Signed: **Date:**

(HSCB Local Office DoIC ABSM)

Belfast & South Eastern Business Support, Integrated Care, 12-22 Linenhall Street Belfast, BT2 8BS	South Business Support, Integrated Care, Tower Hill Armagh, BT61 9DR	North Business Support, Integrated Care, County Hall, 182 Galgorm Road Ballymena, BT42 1QB	West Business Support, Integrated Care, Gransha Park House, 15 Gransha Park, Clooney Road, Londonderry, BT47 6FN
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Quality Improvement in Community Pharmacy through Implementation of an Electronic Adverse Incident Recording System

Grant Funding Allocation

February 2019

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1. Background

Medicines-related patient safety incidents are unintended or unexpected incidents that are specifically related to medicines use, which could have or did lead to patient harm. These include potentially avoidable medicines-related hospital admissions and re-admissions, medication errors, near misses and potentially avoidable adverse events.

One way to minimise the occurrence of medication errors is to record them for subsequent analysis and shared learning.¹ Over 50% of the main reasons for the occurrence of dispensing errors can be corrected via increased information and learning.²

Pharmacists have a duty to contribute appropriately to near miss and error reporting systems, as outlined in [Standard 2.2 of the Pharmaceutical Society of Northern Ireland's Code](#).³

One of the Quality Standards for Medicines Optimisation, as outlined in the [Medicines Optimisation Quality Framework](#), describes a Safety/Reporting and Learning Culture, with evidence of processes for the reporting, prevention, detection, communication and cascade of learning from medication incidents.⁴

2. Grant outline

The purpose of this grant funding allocation is to support the installation of an Electronic Adverse Incident Recording System in pharmacies

3. Grant description

In order to support the transformation programme through quality improvement in community pharmacy, grant funding of £600 is available for

¹ improvement.nhs.uk/resources/learning-from-patient-safety-incidents/

² James et al (2009): Incidence, type and causes of dispensing errors: a review of the literature, *International Journal of Pharmacy Practice*, 17: 9–30.

³ www.psni.org.uk/psni/about/code-of-ethics-and-standards/

⁴ www.health-ni.gov.uk/publications/northern-ireland-medicines-optimisation-quality-framework

each community pharmacy to undertake a review of their current adverse incident recording system, and where necessary, procure a system in order to facilitate implementation of an electronic adverse incident recording system in the pharmacy.

The grant is intended to support the initial installation and set-up of such a system (e.g. installing software on an existing computer or web-based solutions hosted externally, provided data-protection requirements are met).

The grant is not intended to cover additional costs such as upgrading equipment, enhancing network or new computer hardware. It is assumed the interface will be on an existing computer.

The grant is also available to those contractors with a system already in place which meets the requirements described below, to support previous initial set-up costs

The system will enable each pharmacy to electronically record details of errors and near misses that occur within the pharmacy, facilitating review, analysis and identification and sharing of learning to prevent reoccurrence.

4. System requirements

The electronic system should enable each pharmacy to record adverse incidents and near misses to facilitate review. Any system should include:

Incident Management – Enable staff to efficiently and uniformly record community pharmacy medication-related incidents, from all stages of the dispensing process to enable analysis and identify learning.

Reporting– Ability to create and manage structured, standardised incident reports in a real-time/efficient manner and in a variety of formats, including reports which map to HSCB standard forms for reporting of incidents

Analysis– Support identification of patterns and contributory factors to errors to facilitate implementation of risk-management processes within the pharmacy.

Data Protection Fully compliant with UK, EU and HSC-specific data protection and security requirements as applicable at time of implementation (essential requirement).

Confidentiality – Enable confidential recording of incidents and near misses on an individual pharmacy basis, with consideration given to how access is controlled and who can view (e.g. within the pharmacy, within the corporate organisation, if applicable).

At a minimum, it is recommended the following fields are recorded (and reportable) for each incident:

- Date of incident
- Reporting date
- Patient detail fields
- Staff detail fields (internal use)
- Type of error
- Description of incident
- Stage incident occurred
- Contributory factors/other important factors
- Correct medication details
- Incorrect medication details
- Was any medication taken?
- Degree of harm
- Follow-up actions

5. Remuneration

Payment of £600 is available to each community pharmacy contractor upon submission of Appendix A – Grant Application Form to the local HSCB office and subsequent approval.

Please Note: This grant is provided from transformation funding made available for 2018/19 only. Payment cannot be made for any claims made after 31st March 2019.

6. Verification and Clawback

The HSCB will be monitoring compliance with these requirements in particular the establishment of an Electronic Adverse Incident Recording system within the agreed timeframe.

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

Pharmacy Electronic Adverse Incident Recording System, Declaration & Claim Form

Pharmacy Details

Contractor Number	
Pharmacy Name	
Pharmacy Address	
Pharmacy Phone no	

Declaration

I confirm that the above named pharmacy already has an electronic adverse incident recording system in place which meets the minimum requirements as outlined in sections 3.2 and 3.3 of the Grant Funding Application

Which system? _____

OR

I confirm that the above named pharmacy does not currently have an electronic adverse incident recording system in place which meets the requirements as outlined under Grant Description, but will procure the necessary system to do so by 30th June 2019

I understand that by claiming this funding, the pharmacy is committing to having an electronic adverse incident recording system which meets the minimum requirements in place, and that the HSCB may seek further evidence of this system being in place. I understand that if a system is not established, 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: _____

Print name: _____

Position: _____

Date: _____

This form to be returned to your Practice Support Manager at your local HSCB Office by 28th February 2019.

Signed on behalf of the HSCB: _____ Date: _____