Service Specification Checklist

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| **Rationale of Checklist** |
| This checklist will be completed by the CPS officers for every new or recommissioned service specification sent to CPS for comment/consultation. The response summary is completed after consultation and agreement by CPS.  The checklist contains the CPS officers’ comments / recommendations for any requested changes to the proposed/draft service specification in order to achieve/improve further the green rating. It will be sent to the service commissioner for consideration of amendments ideally prior to go-live of the service.  CPS purpose is to work positively with commissioners to ensure high quality outcomes from the service, which are both professionally and commercially viable for contractor participation.  If the commissioner is unable to take on board our recommendations to make the service viable (Green) , we recommend each contractor carefully consider the viability of the service, it is important for you to critically assess each service you are signed up to deliver and whether it is sustainable for your team, your business model and the demographics of the communities you serve. |
| **Service and Commissioner** |
| Emergency Hormonal Contraception (EHC)  Sefton Council via Mersey & West Lancashire Teaching Hospital NH Trust |
| **Response summary feedback from CPS** |
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| CPS has rated this service specification as **AMBER** based on the comments made below. Our recommended actions to further improve the service are:   * *Consider adding detail in terms of who is the data controller within the contract* * *Consider renumeration for consumables* * *Consider implementing set-up fees* * *Specify VAT treatment for the contractor* * *Consider clarity on arrangements for termination of the contract* * *Require use of internal incident reporting* |

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| **Point Covered** | **Action or Notes** | **RAG** |
| **CPS Consultation** | | |
| CPS Consulted? | *Yes* |  |
| CPS Consulted with sufficient time to comment?  (3 months for a service specification and 4 months for a PGD) | *Yes* |  |
| **Remuneration** | | |
| Does remuneration include/cover set up costs and payment for attendance at required training events? | *No*  *Neither covered*  *Currently no set-up fees incorporated into the service. Pharmacists are required as per the service specification to complete the outlines CPPE modules but no receive no reimbursement for staff costs from pharmacist and superintendent as per the CPE calculator.* |  |
| Does remuneration include consumable costs? | *No*  *The service specification outlines both supply of condoms and pregnancy tests. Whilst condoms are supplied to the contractor by the commissioner, there is no additional funding/reimbursement for the supply of pregnancy tests alongside the standard consultation fee.* |  |
| Is VAT treatment considered? | No  *There is currently no clause which specifies VAT treatment. It would be advisable for the service commissioner to inform contractors whether:*  *The service fee is inclusive of VAT*  *The service fee is exclusive of VAT*  *The service qualifies as VAT-exempt* |  |
| Does the payment structure use a system that is suitable for all contractors and are the payment terms acceptable? | *Yes*  *PharmOutcomes is used for claims which is a familiar system to all Sefton contractors* |  |
| Where equipment is required, who provides/calibrates/services this? If contractor, does remuneration sufficiently cover the cost of this? | *NA, equipment is not required for this service* |  |
| Is remuneration fair?  *(Service fees will be benchmarked against national services, and will be calculated using the CPE calculator)* | *Between 75-99% of the CPE calculator* |  |
| **Is/does the Service …** | | |
| Does the service specification include a start / end date | *Yes*  *1st April 2024 – 31st March 2026* |  |
| What is the type of contract?  (NHS Standard, Public Health, Bespoke, 3rd Party Provider) | *NHS Standard Contract/Public Health* |  |
| Clinically sound and in line with appropriate national or local guidance? | *Yes*  *Specification includes levonorgestrel and ulipristal acetate which are in line with NICE guidance and FSRH. Specification also references Fraser guidelines and national safeguarding protocols.* |  |
| Have suitable monitoring arrangements? | *Yes*  *Data monitoring conducted through PharmOutcomes.*  *Details of incident reporting supplied in service specification. Service evaluations and audits are carried out periodically as outlined in the service specification.* |  |
| Have suitable a termination clause? | *No*  *There is currently no termination clause in the service specification. Contractors may want to consider this prior to service registration.* |  |
| **Service Delivery** | | |
| Are the performance measures reasonable and achievable? | Yes  *Performance measures are reasonable and in line with the national standard, such as:*  *Safeguarding expectations*  *Pharmacist accreditation*  *Expectation to provide service across all core opening hours.* |  |
| Is the administration proportional to size of service and remuneration? | *Yes*  *Yes, administration such as reporting via PharmOutcomes is standard for such a service and in line with other areas.* |  |
| Is there a SOP required to be provided by the contractor? | *Yes*  *Outlined in service specification that SOP must be in place and reviewed every 2 years.* |  |
| Are any incident reporting systems suitable to all contractors? | *Requires use of local reporting system*  *Section 2.4 states all incidents regarding EHC provision to be reported to the commissioner with contact details provided.* |  |
| Is the training required for the service reasonable? | *Yes*  *Uses CPPE declaration of competence where available, or locally developed training materials agreed with CPS* |  |
| Are support arrangements in place? | *No*  *No information on contact for generic questions and support outside of incident reporting* |  |
| Is there a clear definition of roles with regard to Data Controller within IG?  Describe it. | *The contract does not have any detail or is ambiguous*  *The current service specification does not name the contractor as the sole data controller nor includes any other information.* |  |

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| **Miscellaneous Information** | |
| Any other information specific to this service | N/A |
| Overall Score | 25/38 |
| Overall RAG Rating |  |
| Completed by | Edward Murphy |

Scoring System

Points Allocation for Each Element

Each element will be allocated points as follows:

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| --- | --- |
| **RAG** | **Points** |
| Red | 0 |
| Amber | 1 |
| Green | 2 |
| N/A | 0 |

Overall RAG Classification by Percentage

The maximum possible score ranges from 32 to 40, depending on the number of elements marked as N/A.

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| **RAG** | **Percentage** |
| Red | 44% or less |
| Amber | 45-79% |
| Green | 80% and over |

Remuneration Score

The overall RAG rating will be adjusted based on the "Is remuneration fair?" rating:

* If the RAG rating is **Red**, the service will receive an **overall Red rating**
* If the RAG rating is **Amber**, the service will receive an **overall Amber rating**

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| **RAG** | **Percentage** |
| Red | Less than 75% of the CPE calculator |
| Amber | Between 75-99% of the CPE calculator |
| Green | In line with or exceeding the CPE calculator |