



## **NHS Fife Community Pharmacy Prescribed Sharps Disposal Service - Service Level Agreement**

### **Introduction**

This service level agreement forms the basis for community pharmacies to provide a Prescribed Sharps Disposal Service to patients in Fife. It will be carried out in accordance with General Pharmaceutical Council (GPharmC) Professional Standards and Guidance in Good Pharmacy Practice.

### **1. Service Description**

1.1 To establish a safe prescribed sharps disposal service.

### **2. Aim of the Service**

2.1 To ensure that patients requiring prescribed sharps can return them in an approved sharps container to a community pharmacy for safe disposal.

2.2 To create a network of all community pharmacies to provide information and advice to patients on the safe disposal of prescribed sharps generated by patients in their own home.

### **3. Service Outline – Responsibility of NHS Fife Pharmacy Services**

3.1 To provide, directly or indirectly, initial and ongoing training in waste and sharps management for community pharmacists and support staff.

3.2 To provide support and advice e.g. on safe storage to pharmacists and support staff.

3.3 To facilitate liaison between community pharmacists, patients and healthcare professionals.

3.4 To organise and deliver annual training and information updates.

3.5 To ensure adequate information/training for all participating pharmacists/staff.

3.6 Deal with any complaints or issues raised.

### **4. Service Outline - Responsibilities of NHS Fife Transport Services**

4.1 To provide a schedule of routine (approximately) six weekly uplifts for prescribed sharps and medicines waste and, in agreement with NHS Fife Pharmacy Services a four weekly schedule where required, for specific pharmacies.

4.2 To uplift returned prescribed sharps presented in sealed and signed approved sharps containers.

4.3 To supply the community pharmacy with replacement approved sharps containers for pharmacy and patient use.

## **5. Service Outline – Responsibility of Responsible Pharmacist/Contractor**

- 5.1 Ensure appropriate stock of:
  - 0.6L or 1L orange and purple lidded approved sharps containers for patient use
  - 30L and/or 13L orange and purple lidded approved sharps containers for pharmacy use
- 5.2 Ensure safe and appropriate storage of “in use” prescribed sharps containers.
- 5.3 Maintain knowledge relevant to providing the service to patients and **must** participate/attend initial training and undertake update training annually.
- 5.4 Undertake further training if required.
- 5.5 Participate in annual audit co-ordinated by NHS Fife Pharmacy Services
- 5.5 To ensure that all pharmacy staff understand and work within the health & safety requirements and infection control guidance for handling used sharps.
- 5.6 A named pharmacist will take overall responsibility for ensuring the service is provided to the required standard.
- 5.7 All pharmacists providing this service are registered with the General Pharmaceutical Council.
- 5.8 To ensure that the pharmacists and staff involved in the provision of the service have relevant knowledge and are appropriately trained in the operation of the service.
- 5.9 To notify NHS Fife Primary Care of any changes in contracted opening hours, regular pharmacist or any other relevant changes.
- 5.10 Ensure appropriate Standard Operating Procedure(s) is in place.

## **6. Quality Indicators**

- 6.1 Standard Operating Procedure(s) and Service Level Agreement are reviewed every two years.
- 6.2 Pharmacists & Pharmacy Technicians involved in the provision of the service undertake relevant CPD. Pharmacists and Pharmacy Support Staff must participate in approved annual training for the service provided by NHS Fife.
- 6.3 The service is monitored and audited annually.

### Appendices:

Appendix 1 Service Level Agreement Signing Sheet

Appendix 2 Annual Claim Form

## **Additional Information**

**In the unlikely event that a patient returns one of the black Injecting Equipment Provision (Needle Exchange) sharps containers, these can be accepted and disposed of in the same manner as other prescribed sharps.**

## **Background information**

Medicines, Ethics and Practice Guide (current edition). Royal Pharmaceutical Society of Great Britain, London.

Safe Management of Healthcare Waste. [www.dh.gov.uk](http://www.dh.gov.uk)

Scottish Health Technical Note 3 Part B – NHS Scotland Waste Management Guidance: Waste Management Policy Template. [www.hfs.scot.nhs.uk](http://www.hfs.scot.nhs.uk)

Scottish Environment Protection Agency. [www.sepa.org.uk](http://www.sepa.org.uk)

Information on the Prescribed Sharps Disposal Service available at:

[http://www.communitypharmacy.scot.nhs.uk/nhs\\_boards/NHS\\_Fife/fife\\_index.html](http://www.communitypharmacy.scot.nhs.uk/nhs_boards/NHS_Fife/fife_index.html)

# Appendix 1

## Service Level Agreement/Authorisation

Signed:	
Pharmacist Name (in block capitals)	
On behalf of (pharmacy)	
Date:	

Signed:	
Name (in block capitals):	<b>ANDREA SMITH</b>
On behalf of:	<b>NHS Fife</b>
Date:	

Please submit original to: **Andrea Smith  
Pharmacy Services  
Pentland House  
Lynebank Hospital  
Halbeath Road  
Dunfermline  
KY11 4UW**



**Appendix 2**  
**FIFE PHARMACY**

**FIFE COMMUNITY PHARMACY  
 PRESCRIBED SHARPS DISPOSAL SERVICE  
 ANNUAL RETAINER CLAIM FORM**

**Period of Claim: 1 April 2014 – 31 March 2015**

<b>Pharmacy Stamp</b>
-----------------------

**This form should be submitted in March each year for the previous 12 months.**

<b>Annual Training Undertaken</b>	
Date of Training	
Staff Name(s)	

<b>Please tick fee applicable</b>	<b>Service Provided</b>	<b>Fee Applicable</b>
	Annual Fee for providing Pharmacy Prescribed Sharps Disposal Service with training undertaken as recorded above	£500.00
	Annual Fee for providing Pharmacy Prescribed Sharps Disposal Service – no training	250.00

Authorised Signatory for Participating Pharmacy ..... Date.....

Authorised Signatory for NHS Fife Pharmacy Services..... Date.....

Financial Code: .....

**Send completed form to:** **Sheila Dall**  
**Pharmacy Services**  
**Pentland House**  
**Lynebank Hospital**  
**Halbeath Road**  
**Dunfermline**  
**KY11 4UW**