

Generic Framework for Specials Authorisation Process across Scotland (An authorisation is required for every individual patient)

ANNEX A

Patient presents with a prescription at the community pharmacy. The GP practice system (**EMIS / INPS**) if used may have informed the prescriber that the product is unlicensed. This does not exempt the community pharmacist from undertaking the appropriate clinical checks. The pharmacy proceeds to secure supply unless the pharmacist when undertaking the clinical check deems it necessary to first contact the prescriber.

No Health Board Authorisation Required

The product is NOT listed in
Scottish Drug Tariff Part 7s

- Authorisation obtained for patient prescription within last 12 months with less than 20% price variation from original authorisation
- Preparation is available from an NHS manufacturing unit within Scotland/ England/ Wales
- Endorse the fixed non part 7S handling charge as a handling charge (hc)
- If other OOP expenses apply (including wholesaler handling charges) endorse as postage and packing costs (pp)

The product is listed in
Scottish Drug Tariff Part 7s

Health Board Authorisation Required

- The product is not listed on Scottish Drug Tariff Part 7s.
- One quote to be sourced including postage & packing, handling charges, shelf life etc.
- Reauthorisation for the same patient and product if price varies >20% from the original authorisation prescription
- Reauthorisation required after 12 months for clinical validation
- Endorse prescription electronically and on paper with invoice price, less any rebate plus any additional cost authorised e.g. OOP expenses (including wholesaler handling charge) should be endorsed as postage and packing costs (pp)
- Endorse the fixed non Part 7S handling charge of £30 as a handling charge (hc)

Recovery by Health Boards of unauthorised expenditure e.g. where the full amount has not been authorised or the contractor has purchased at a higher price than was pre-authorised

- If a contractor sources a product at a greater price than agreed the Health Board may reclaim the difference between the agreed price and the final invoice price.
- If the contractor has not obtained authorisation the Health Board may reclaim the difference between the price that would have been approved and the invoiced price.
- If the Health Board intends to reclaim monies they will inform the contractor giving them 28 days to appeal any decision.
- All appeals will be considered on an individual basis by Health Board with a written response within 28 days