**SCHEDULE 2 – THE SERVICES**

Attachment 9

1. **Service Specifications**

Mandatory headings 1 – 4. Mandatory but detail for local determination and agreement

Optional headings 5-7. Optional to use, detail for local determination and agreement.

All subheadings for local determination and agreement

|  |  |
| --- | --- |
| **Service Specification No.** | *Draft Spec – Version 1 (13.07.15 - DW)* *Version 1.1 (14.07.15 - HB)* *Version 1.2 (22.10.15 - T&F Group)* *Version 1.3 (11.11.15 – JH)* *Version 1.4 (09.12.14 – JW & RE)* |
| **Service** | **Phlebotomy Service in Primary Care** |
| **Commissioner Lead** | NELCCG |
| **Provider Lead** |  |
| **Period** | 1st April 2016 – 31st March 2019 |
| **Date of Review** | To be completed by April 2017 |

|  |
| --- |
| **1. Population Needs** |
|  * 1. **National/local context and evidence base**
		1. As chronic diseases are increasingly being managed in Primary Care the number of blood test required by Practices to monitor, diagnose and treat patients has risen.
		2. This service will provide a comprehensive Primary Care based phlebotomy service in North East Lincolnshire, using the skills and expertise of trained phlebotomists. This will relieve pressure on secondary care services enabling them to concentrate on an acute site service including wards and urgent out-patient services. It will also provide a much more convenient, and local service, for patients requiring blood tests.
	2. **GP Providers of Service**

1.2.1 All GP practices are expected to provide ‘essential’ and those additional services they are contracted to provide under GMS/PMS/APMS to all their patients. The specification of this service is designed to cover the enhanced aspects of clinical care of the patient, all of which are beyond the scope of essential services. No part of the specification by commission, omission or implication defines or redefines essential or additional services.1.2.2 Commissioners encourage collaborative provider services to deploy good principles of commissioning by improving access to patients through a joined up delivery model including working together to share and make best use of resources. Whilst delivery of this service is offered at an individual practice level; the CCG is encouraging joint working by offering a higher payment rate for shared arrangements resulting in increased access for patients over longer hours. 1.2.3 The CCG wish this service to be available to all NEL patients. If a practice does not agree to deliver the service, they will be required to refer their patients to another Primary Care provider who will undertake this service on their behalf. We would expect there to be an inter-practice agreement to cover this.  |
| **2. Outcomes** |
| **2.1 NHS Outcomes Framework Domains & Indicators**This service relates to the following NHS Outcomes Framework Domains and Indicators:

|  |  |  |
| --- | --- | --- |
| **Domain 1** | **Preventing people from dying prematurely** |  |
| **Domain 2** | **Enhancing quality of life for people with long-term conditions** | **x** |
| **Domain 3** | **Helping people to recover from episodes of ill-health or following injury** | **x** |
| **Domain 4** | **Ensuring people have a positive experience of care** | **x** |
| **Domain 5** | **Treating and caring for people in safe environment and protecting them from avoidable harm** |  |

 |
|  |
| * 1. **Aims and objectives of service**
		1. The aims of this service are to reduce the number of patient visits to hospital by undertaking phlebotomy services in primary care thereby:
* Improving the patient experience;
* Providing more local, convenient and accessible services;
* Encouraging closer working between primary and secondary care providers, leading to the provision of more collaborative services;
* Ensuring the most cost-effective use of NHS resources.

**3.2 Service description/care pathway**3.2.1 The provider will be required to provide the following phlebotomy service primarily to adults, and only children in the event that the phlebotomist has the appropriate qualification (see exclusions): - Take blood samples as required, based on medical need.- Provide the service at an appropriate time, location and environment suitable to meet patients’ needs. - Provide the equipment necessary to deliver the service. This includes ensuring that the equipment meets the requirements of the local laboratory service.- Record blood tests on practice clinical systems which must be auditable. The following coding in the practices’ clinical system should be used:**System 1**Practice Based Phlebotomy: 9N2SCommunity Based Phlebotomy: XaMFi**EMIS**Practice Based Phlebotomy: 41D0Community Based Phlebotomy: 8Hll (2 x lower case L)- Offer a phlebotomy appointment on the same day (wherever possible) 50% of the time. 100% of patients should be offered a phlebotomy appointment within 3 working days. - Provide the patient with information regarding what their blood test is for, how to get the results of their test, how long they have to wait for the results and who to contact in case of queries. **3.3 Population covered**3.3.1 Patients registered with a GP practice that is a member of North East Lincolnshire Clinical Commissioning Group. **3.4 Any acceptance and exclusion criteria and thresholds**3.4.1 Inclusions Patients requiring practice based phlebotomy services.3.4.2 ExclusionsPatients on a secondary care 2WW/urgent pathway where a blood test is deemed clinically appropriate on the same day. Patients within a secondary care outpatient clinic where a blood test is deemed clinically appropriate on the same day.Patients under the care of Accident & Emergency.Inpatients. Patients from whom venopuncture is difficult.Children aged under 16 years of age unless the phlebotomist is suitably trained, otherwise the child should be referred to the Children’s Community Nursing service.Patients who choose to attend secondary care for blood sampling procedure. In the event that Primary Care send a patient to Hospital for phlebotomy, the patient will be required to take with them request from their GP detailing the reason why the reason why the phlebotomy was not able to be performed in Primary Care, and why the patient requires the blood sampling procedure at the Hospital **3.5 Interdependence with other services/providers**3.5.1 Seamless service delivery is dependent on building and maintaining effective working relationships including the development of robust communication and liaison mechanisms. Staff are therefore required to establish and maintain effective key stakeholder relationships by working closely with the following key services/staff groups:North Lincolnshire and Goole NHS Foundation TrustAll North East Lincolnshire CCG PracticesChildren’s Community Nursing ServiceDistrict/Community Nursing Teams**3.6 Equality & Diversity** 3.6.1 The service will adhere to all national and local legislation and practice guidance with reference to equality and diversity. This includes ensuring the service complies with the Public Sector Equality Duty – more information available at: <http://www.equalityhumanrights.com/advice-and-guidance/public-sector-equality-duty/introduction-to-the-equality-duty/>In particular the provider must ensure they have paid due regard to the Equality Act 2010 and can evidence, that they meet the needs of those covered by the requirements of the protected characteristics.Further information about the Equality Act 2010 and key supporting documents for reference can be accessed at [**www.equalityhumanrights.com**](http://www.equalityhumanrights.com/)The provider must ensure that there is an equality impact assessment completed for the service agreed with commissioners prior to contract commencement to ensure equity of access, support and outcomes; and where there are barriers to put in place an action plan to resolve them. |
| **4. Applicable Service Standards** |
| **4.1 Applicable national standards (eg NICE)**4.1,1 As stated in paragraphs SC2 (Regulatory Requirements) and SC3 (Service Standards) the Provider is required to adhere to all national standards as issued from time to time by any relevant Regulatory and Statutory bodies including guidance issued by appropriate competent bodies (eg Royal Colleges). **4.2 Applicable local standards**4.2.1 There are no local quality standards in addition to the requirements pertaining to facilities and staff competencies and as set in the General Conditions. |
| **5. Applicable quality requirements and CQUIN goals** |
| * 1. **Applicable quality requirements (See Schedule 4 Parts A-D)**
		1. The Provider will develop and follow a standard operating policy for provision of this service.
		2. The CCG will work with the acute providers to identify when patients are accessing their phlebotomy services. In the event of this, any inappropriate acute charge relating to this service will be charged against the Practices enhanced services payment for reimbursement.
		3. The Provider will inform the CCG on an annual basis (no later than the 31st January) of their intention to continue delivery of the service for the following financial year.
 |
| **6. Corporate and Clinical Governance** |
| **6.1 Responsibilities of the provider**The Provider will:* Apply the principles of sound clinical and corporate governance;
* Actively support all employees to promote openness, honesty, probity, accountability, and the economic, efficient and effective use of resources;
* Undertake systematic risk assessment and risk management to meet requirements monitored by Care Quality Commission;
* Ensure financial management achieves economy, effectiveness, efficiency, probity

and accountability in the use of resources;* Challenge discrimination, promote equality and respect human rights;
* Develop, implement and adhere to quality standards and protocols;
* Ensure all interventions carried out will be shared with the patients’ registered GP as well as with the patient and/or carer.

The Provider will ensure that:* Clinical care and treatment are carried out under supervision and leadership, at appropriately regular intervals, expected to be at least quarterly;
* Clinicians continuously update skills and techniques relevant to their clinical work and maintain relevant professional registration;
* Clinicians participate in regular clinical audit and reviews of clinical services, with relevant partners (this could be GP Practice, Intermediate Tier, Secondary Care).

 **6.2 Safeguarding Adults**The provider has a duty to work within the Adult Safeguarding Policy and Procedure Framework, until statutory legislation is in place.**6.3 Safeguarding and Promoting Children's and Vulnerable Adult’s Welfare**All staff working with children, young people and vulnerable adults will have been recruited in line with North East Lincolnshire Local Safeguarding Board Standards for Safer Recruitment 2013 and will be subject to an enhanced DBS check, in line with DBS Guidance 2014. Staff will have quarterly (as a minimum) safeguarding supervision.The provider or any subcontractor will comply with the North East Lincolnshire Contractual Service Agreements for Safeguarding Children (appended to this specification), and the local inter-agency local safeguarding children’s board. In addition, it is expected that their internal procedures comply with section 11 duties and LSCB multi agency guidelines and procedures, and the Safeguarding Adults Procedures and the Practice guidelines. These guidelines relate to the protection of all vulnerable adults residing within North East Lincolnshire. The broad definition of a "vulnerable adult", is a person (aged 18+) who is or may be in need of community care services by reason of mental or other disability , age or illness; and who is or may  be unable to take care of him/herself, or unable to protect him or herself against significant harm or exploitation.Organisations will need to have a child protection policy and vulnerable adult protection policy in place that informs staff and/or volunteers about the requirements regarding safeguarding children, young people and vulnerable adults. Included within this is the expectation regarding their behaviour and conduct,  which needs to be in line with their professional code of conduct, as well as LSCB and LSAB guidance detailing what to do if they are worried about a child, young person or vulnerable adult. Organisations will operate in line with Managing Allegations against people who work with children procedures, and whistle blowing procedures.We require that all staff are trained in compliance with the requirements of Working Together guidance (DfE, 2013), to ensure that they understand what safeguarding children and young people is, what the requirements are through statute around safeguarding children and what to do if they were worried about a child or young person.We also require that all staff are trained to the appropriate level of the ADASS National Training Standards Framework for Safeguarding Vulnerable Adults, with all staff completing at least level one awareness.The provider must also comply with any requests for safeguarding audits that may be submitted by, or on behalf of the commissioner from time to time.  Furthermore, the provider must work with the Safeguarding Team to resolve any safeguarding issues following referrals. Safeguarding must be a core part of each of the four levels of service right through from universal services education about protective behaviours, to working as part of a team providing high intensity services where required. Assistance with Safeguarding Vulnerable Adult issues may be obtained from the Safeguarding Team within Focus by calling 01472 232244 or by email at focus.safeguardingadultsreferrals@nhs.netThe provider has a duty to work within the safeguarding legislation set out in The Children Act (2004) and the accompanying statutory guidance Working Together to Safeguard Children (2013). **6.4 Complaints Policy**The service is expected to operate and promote an effective complaints policy in line with the Local Authority Social Services and National Health Service Complaints (England) Regulations 2009 for users of its services or their representatives.   Any person wishing to make a complaint has the right to complain either to the provider or the commissioner (in this case NELCCG).  All complaints correspondence should be acknowledged within three working days and responded to in writing within a timescale agreed with the complainant.  If the complainant is not satisfied after receiving the written response they have the right to refer their complaint to either the Local Government Ombudsman (for Complaints about Adult Social Care) or the Parliamentary Health Service Ombudsman (for complaints about health services).   Providers are required to provide a quarterly report to the Commissioner detailing all complaints received, The procedure should aim to meet the following objectives:1. Be well publicised;
2. Be consistent;
3. Be easy to access, simple to understand and use;
4. Be fair and impartial to staff and complainants alike;
5. Ensure that the care of patients will not be adversely affected if they or their advocate make a complaint;
6. Ensure that rights to confidentiality and privacy are respected;
7. Provide a thorough and effective mechanism for resolving complaints and satisfying the concerns of the complainant;
8. Provide answers or explanations promptly and within agreed time limits;
9. Keep the complainant or their representative informed of progress;
10. Enable lessons learnt to be used, and evidenced, to improve the quality of services to patients;
11. Regularly review the complaints procedure and amend if found to be lacking in any respect.

**6.5 Providers Premises**The Provider’s Premises are located at:TBCThe provider’s premises should be accessible by patients in line with the requirements of the Disability Discrimination Act. |
| **7. Individual Service User Placement** |
| N/A |

**SCHEDULE 3 – PAYMENT**

1. **Permitted Variations to Tariff, Non-Tariff Prices and Other Payment Arrangements**

**Table 1: Non-Tariff Prices**

|  |  |  |
| --- | --- | --- |
| **Service Description**  | **Currency** | **Price** |
| **Phlebotomy Service in Primary Care** | **Level 1**Blood Sampling ProcedureService Delivery from 9am to 4pm.  | **£1.00 per head of population** |
| **Level 2**Blood Sampling ProcedureService Delivery less than between 9am to 4pm. | **£0.50 per head of population**  |