

29th June 2020

Dear Pharmacist

Re: Service Level Agreement (SLA) for the Enhanced Pharmaceutical Service Administration of Medication

In December 2019 we wrote to advise you that the SLA you had in place with Inspiring Recovery for the supervised dispensing of medication was being extended until 30/06/2020, pending the outcome of the retender process. I am now delighted to inform you that we have retained the contract so Inspiring Recovery will continue to be the provider of substance misuse services in the Wakefield District. Consequently, the SLA we had in place with your pharmacy has now been updated with the new service details and runs from 1/07/2020 until 30/06/2025.

In this pack you will find the following documents

- SLA x 2 copies – signature and ODS code required on page 2 and signature on page 7
- Appendix 1 – Roles and Responsibilities
- Appendix 2 – Missed Dose Flow Chart
- Appendix 3 – Standard Operating Procedure (SOP)
- Appendix 4 – TP Pharmacy 4 Way Agreement
- TP Services Agreement Wakefield – Part A and B
- Stamped Address Envelope

Please can you review the SLA and return a signed copy to me using the stamped addressed envelope provided. Please can you also return Appendix 3 with the signature of the Pharmacist and all staff who may be involved in any aspect of the operation of the SOP, in the stamped addressed envelope provided.

If you have any questions or queries please don't hesitate to contact me via the contact details at the top of this letter or via my secure email address which is kerry.till@nhs.net

Kind Regards

Kerry Till

Senior Administrator



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