

30<sup>th</sup> May 2022

The Pharmacy Manager

**Brooklands Court  
Tunstall Road  
Leeds LS11 5HL**

**Tel: 0113 272 7560  
www.cpwy.org**

Dear Colleague,

**Re: New Service Opportunity: NHS Leeds CCG Community Pharmacy Ear, Nose & Throat (ENT) Assessment Service**

We are writing to invite you to provide a new service which is to be commissioned in Leeds. The Community Pharmacy ENT Assessment Service will initially only be commissioned in specific areas of Leeds and therefore, for this first phase of the service, only those pharmacies invited to apply are eligible to provide the service.

The NHS Leeds CCG Community Pharmacy ENT Assessment Service aims to ensure that patients can access an ENT examination in community pharmacy to guide self-care advice for the treatment of ENT conditions which may include the purchase or supply of an OTC treatment. Patients will be examined by a suitably trained community pharmacist, (additional training will be provided to pharmacists providing this service - refer to training below), who will undertake a clinical history and perform a physical examination on the patient using appropriate equipment provided for the service. Contractors will only be provided with the relevant equipment once a signed service agreement has been returned.

Patients can be referred into the ENT Assessment Service through the Community Pharmacist Consultation Service (CPCS) or can attend a participating pharmacy to request the service.

Please refer to the service specification, available from our website [here](#) before deciding whether you would like to provide the service. It is important that you take time to read through the service specification to ensure you are fully briefed with the requirements of the service and are fully able to meet those conditions. For example, to provide the service, pharmacies must also be providing CPCS.

The service has a start date of 1<sup>st</sup> July 2022 and we would encourage contractors to be ready to provide the service from this date.

**Payments**

For each completed ENT consultation, the pharmacy will be paid:

- £15 for walk-in ENT assessments
- £10 for ENT assessments following a CPCS referral (the CPCS referral fee can also be claimed).

An initial set-up fee of £200 will also be paid to each pharmacy once they are ready to deliver the service. An additional £125 backfill allowance will be paid to the contractor for each pharmacist attending the CPPE ENT Advanced Clinical Assessment Skills half-day workshop.

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## Training Requirements

Pharmacists can only provide the service once they have completed the training requirements for the service. These include attendance at a half-day (3.5 hours) face-to-face CPPE workshop<sup>1</sup>. The CPPE ENT Advanced Clinical Assessment Skills Workshop is a bespoke workshop and pharmacies wanting to provide this service must ensure that their **pharmacist(s)** are able to attend (and register on) one of the offered dates. Places at each event will be limited and will be allocated on a first come, first served basis.

In addition to the CPPE training, a local online training event will provide a practical overview of the service. This will take place on Wednesday 6<sup>th</sup> July 2022 and is aimed at both pharmacists providing the service and the rest of the pharmacy team. This event will be recorded so that it can be accessed following the event to enable pharmacy staff to access the training on demand.

**Details of the CPPE Workshop and the CPWY Online Event will be emailed to you following this communication. Please look out for this and take action to book your place if you are interested in providing the service.**

## Equipment

Initial equipment required, including otoscope and ear thermometer for this service will be provided to the pharmacy.

## What You Need to Do Next

After you have read the service specification and have decided that you would like to provide the service, you must complete the NHS Standard Contract for the service **which will be sent to your pharmacy's NHSmail via DocuSign**. This should be completed **as soon as possible and by Friday 17<sup>th</sup> June 2022**.

You will also need to ensure that any pharmacists who will be providing the service have booked onto one of the CPPE half-day workshops.

### SUMMARY OF ACTIONS

If you wish to provide the ENT Assessment Service, you must complete the contract **by Friday 17<sup>th</sup> June 2022**.

- Read the contract (pages 11 – 21 outline the specification for the service but contractors are advised to read the whole contract).
- Decide if the pharmacy wishes to provide the service.
- Complete the NHS Standard Contract sent to your pharmacy shared NHSmail address **via DocuSign**.
- Ensure that any pharmacists that will be providing the service have booked onto one of the CPPE Workshops.

This initial Community Pharmacy ENT Assessment Service set up is being funded from non-recurrent (one-off) NHSE&I funds. The intention is that NHS Leeds CCG will then support the recurrent (ongoing) funding of the service to ensure the service is available into the future. At this point in time, NHS Leeds CCG has not secured recurrent funding for this service. CPWY would like to make contractors aware of this so that they understand that although there is likely to be sufficient funding for one year of ENT service delivery, it is not at this point a certainty that the service will continue after 12 months.

The Community Pharmacy ENT Assessment Service, however, remains a good opportunity for community pharmacy to enhance the minor illness support offered to patients and receive fair funding for this enhanced offer, alongside increasing the skills of the community pharmacist. The ENT Assessment Service will allow data to be collected to show the impact on patient care and access to primary care services. This will provide evidence to support future service funding, in Leeds and across West Yorkshire. We would therefore encourage pharmacies to provide this service, but recognise that this is ultimately the decision of the pharmacy contractor.

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<sup>1</sup> The contractor can claim £125 backfill allowance for each pharmacist attending this training.

If you would like any further information or would like to discuss the service, please do not hesitate to contact me via email at [lisa@cpwy.org](mailto:lisa@cpwy.org).

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Lisa Meeks', written in a cursive style.

**Lisa Meeks MSc MPharmT**  
**Service Implementation & Evaluation Lead**  
**Community Pharmacy West Yorkshire**