



POLICY

Community Pharmacy Services Commissioning Policy	
Applicable to: Community Pharmacy Services Providers	Issued by: General Manager, Strategy, Commissioning & Population Health
Supporting Procedure: Community Pharmacy Services Commissioning Procedure	Contact: Community Pharmacy Portfolio Manager

1. PURPOSE

The purpose of this policy is to outline an equitable and quality approach of how we will commission Community Pharmacy Services that achieve our statutory objectives and achieve the national vision in a way that best meets the needs of the Whanganui District Health Board (WDHB) community.

This policy guides WDHB to make Community Pharmacy commissioning decisions to ensure population access to Community Pharmacy services. This will advance the objectives of the Pharmacy Action Plan 2016 – 2020, WDHB's Annual Plan, and give effect to WDHB's statutory functions and objectives under the New Zealand Public Health and Disability Act 2000. This includes: *"to seek the optimum arrangement for the most effective and efficient delivery of health services in order to meet local...needs"* (Section 22(1)(ba))

2. STRATEGIC OBJECTIVES

This policy aligns to the Whanganui District Health Board's He Hāpori Ora – Thriving communities strategy and supports the three strategic focus areas of:

- Pro- Equity
- Social Governance
- Healthy at Home: Every Bed Matters

Our activities are carried out within the context of an outcomes framework that aligns our activities with relevant international and national obligations, and with national and regional direction. These include:

- Te Tiriti o Waitangi
- He Korowai Ōranga 2014
- The New Zealand Health Strategy
- The Healthy Ageing Strategy

- The United Nations Convention on the Rights of Persons with Disabilities
- Ola Manuia 2020 – 2025: Pacific Health and Wellbeing Action Plan

3. CONTEXT

Integrated Pharmacy Services in the Community is the future vision for pharmacy services. This provides DHBs greater flexibility to meet the needs of their local populations and to address inequities, including making better use of a health workforce and actively considering the supply and quality of services. WDHB is committed to the ongoing sustainability of integrated pharmacy services.

4. POLICY STATEMENT

It is the policy of the WDHB that there is a planned and strategic approach to supply and location of pharmacies in its region, and to ensure that pharmacy providers will be able to provide a high-quality service to patients.

When commissioning services WDHB will investigate and develop opportunities that support the following strategic imperatives:

- Achieving equity of health outcomes, across all population groups, with a view of eliminating disparity, particularly for Māori
- A model where iwi, community, social and government organisations work together in support of local communities
- Strengthening families through Whānau Ora by preventing ill health and supporting healthy homes, environments and behaviours.
- Deliver sustained high-quality pharmacist services

This approach will take a quality improvement approach, with a focus on:

- Delivery of services based on health need
- Equitable access to pharmacy services
- Fully informed patient self-care
- Integrated, multi-disciplinary co-ordination to patient services
- A focus on people centric collaboration between pharmacists – from hospital to community
- Increasing primary care capacity

5. APPLICATION OF POLICY

This policy will guide WDHB's decision-making relating to pharmacy services in the WDHB region, including:

- Any requests WDHB receives for a new Pharmacy Contract
- Any requests that WDHB agree to the assignment/transfer of a Pharmacy Contract to a new provider, because of an amalgamation or sale and purchase or an existing pharmacy
- Any requests by existing Pharmacy Contractors to provide new or additional pharmacy services to WDHB
- Any requests by existing Pharmacy Contractors to be able to provide services from additional premises (including through a satellite pharmacy)
- Any requests by existing Pharmacy Contractors to change the location of its pharmacy

This policy will be applied by all WDHB employees, contractors, Board Members, External Personnel, and any other person who deals with the commissioning of Community Pharmacy Services for, or on behalf of, WDHB. They will ensure that the appropriate Procurement and Purchasing Procedures and Templates are used by applicants and WDHB in relation to applications and commissioning decisions.

6. APPLICATION CRITERIA AND DECISION-MAKING PRINCIPLES

The specific criteria that will be applied by the WDHB when considering applications are set out in the Community Pharmacy Services Commissioning procedure.

For applications for a new Pharmacy Contract, changes to services, or changes to location or premises, the WDHB will in particular take into account the applicant's ability to meet the requirements in the Pharmacy Contract, and demonstrate that the service will be provided in accordance with WDHB's strategic direction and meets the needs of the WDHB population. This will include the following:

- a) Provision of accessible services to a population in need of pharmacist services
- b) Delivery of high quality, best practice services
- c) A focus on providing integrated patient care
- d) Sustainability and efficiency of the services

How each application will be assessed is explained in more detail in the WDHB Community Pharmacy Commissioning procedure, along with the corresponding information requirements.

7. POLICY REVIEW

This policy will be reviewed as and when required and may be updated by WDHB at any time, and before 30 August 2024

8. DEFINITIONS

Contract	<p>An agreement between two or more persons or legal entities, which is intended to be enforceable. Both parties must have capacity to contract. The essential elements of a contract are:</p> <ul style="list-style-type: none">▪ agreement between the parties as to the essential terms of their bargain;▪ an intention by the parties to create a legally binding relationship; and▪ the existence of consideration, which means that each party gives the other something and each party, gets something in return.
External Personnel	<p>Means:</p> <ul style="list-style-type: none">▪ authorised paid individuals or individuals from paid companies or other entities (non-employees) working within WDHB to meet staffing/service/project needs, e.g. external agency staff, locums, consultants and contractors; and▪ authorised unpaid individuals or groups to observe (including clinical observers), gain experience, teach or provide support within agreed boundaries.

PHARMAC	<p>The Pharmaceutical Management Agency (PHARMAC) is the New Zealand Crown agency that decides, on behalf of District Health Boards, which medicines and related products are subsidised for use.</p> <p>More recently, PHARMAC has been appointed by Cabinet to be the future national shared procurement service for Medical Devices and will gradually begin to work on national contracts. The national contracts are optional for DHBs to use, but may offer significant benefits to the DHBs and where appropriate should be applied.</p>
Priority Populations	<p>Māori, Pasifika, LTC, Mental Health, ARC, people living in the most deprived neighbourhoods, and any other populations identified by WDHB as priority populations from time to time.</p>
Procurement Authority/Delegation	<p>Refers to those persons given the authority to commit WDHB to procure an item/service of supply within a specified financial limit. Refer to the Delegations of Authority policy.</p>
Procurement	<p>All of the business processes associated with acquisition of goods and services, spanning the whole cycle from the identification of needs to the end of a service contract or the end of the useful life and subsequent disposal of an asset.</p>
Staff	<p>Means generally all people employed or engaged by WDHB to whom this policy applies and who are involved in some capacity during a procurement process; and also means the person nominated to directly manage and be accountable for a particular procurement. Responsibilities include:</p> <ul style="list-style-type: none">• planning and documenting the procurement activity adequately;• engaging key stakeholders (including Procurement Services, Contract Services, Infection Control, Local and Regional Information Services, Health and Safety Services, where necessary);• development of requirements and specifications;• obtaining necessary approvals and authorisation;• providing originals of signed contracts to Contract Services; and• complying with regulatory requirements and relevant WDHB policies.