

**From Pharmacy Lead, SPPG**  
**Kathryn Turner**



**By email**

To: All community pharmacies

**Strategic Planning and Performance Group**

2 Franklin Street  
BELFAST  
BT2 8DQ

Date: 6th September 2023

Dear Colleague,

**Community Pharmacy Vaccination Service (CPVS) COVID-19 & Seasonal Influenza - Autumn 2023**

I write to advise of this year's CPVS to support the autumn vaccination programme in Northern Ireland (NI) which will officially **begin on 18th September 2023**. The Strategic Planning and Performance Group (SPPG) is offering all contractors the opportunity to participate in this service on submission of signed contracts (Appendix 1 COVID & Appendix 2 Flu). Further details on the autumn vaccination programme in Northern Ireland (NI) are contained in the CMO letters.

Community pharmacies will support the CPVS by offering the COVID and Flu vaccines to those aged 18 years and above in the following eligible groups:

- aged 65 years or older,
- those under 65 who are clinically at risk - based on evidence supplied by the patient such as a GP letter, hospital letter or medication etc.
- Immunosuppressed patients and their household contacts aged 18 to 64 years who provide evidence of eligibility by way of correspondence from their GP,
- frontline health and social care staff, (as set out in the Green Book definition)
- pregnant women,
- carers who seek vaccination (as set out in the Green Book definition).

The programme will begin with Comirnaty.BA.4/5 COVID-19 vaccine and transition to Comirnaty XBB.1.5 at a later date as stock becomes available. Further details will be released in due course.

**Service Specifications and the PGDs**

The service specifications and PGDs are available at the [BSO and PCI](#). The pharmacy contractor must ensure all staff are trained, competent and able to deliver the CPVS in line with the service specification.

The PGDs published by the SPPG are the only legal authority that may be used to vaccinate under this service. Community pharmacies will be notified by email when the PGD is available

on the [BSO](#) and [PCI](#). Pharmacy vaccination teams should familiarise themselves with this document and complete authorisation in the relevant sections. It is essential to note the “valid from” and “valid to” dates on the PGD, ensuring that no vaccines are administered outside these dates.

Throughout the duration of the vaccination programmes, the service specification, documentation and related information may be subject to change and it is imperative that contractors keep up-to-date with developments and communications from SPPG that are **only sent via the secure HSC email** and consult the most recent documentation on the [BSO and PCI](#) to ensure they are operating in accordance with the most recent PGD and supporting information.

### **Ordering Vaccine**

Community pharmacies can place orders for COVID-19 Comirnaty BA.4/5 [vaccine] and Flu-aQIV (65yrs and over) & QIVc (under 65yrs) with Movianto from 11<sup>th</sup> September. The official programme **start date is 18th September**, contractors can only proceed to vaccinate

- provided that a legal PGD (valid from 18<sup>th</sup> Sept) is in place and authorised, and
- all the necessary service documentation has been completed including returning a signed contract to SPPG local offices.
- if they have received deliveries of COVID-19 vaccine.

Vaccination supplies to meet care homes needs must be used only for that purpose and not be used for other patient clinics.

### **Vaccine Management System (VMS)**

All patients vaccinated as part of the CPVS must be recorded on the regional VMS. Any provider that does not currently have access can contact Tom Coyle ([tom.coyle@hscni.net](mailto:tom.coyle@hscni.net)) who will provide further information on setting up and accessing VMS. New contractors should be aware it may take up to ten working days to set up a new pharmacy access to VMS.

Pharmacies must record the vaccination on the VMS on the days of vaccination or within 24 hours thereof. SPPG reserves the right to withhold claims for vaccinations which are entered on the VMS more than 15 calendar days after the vaccination has occurred.

### **Remuneration**

#### **Seasonal Influenza Vaccination Service 23/24**

- **Set-up fee**

For the Flu-CPVS in the 2023/2024 year, a single £250 set-up fee is payable for preparation involved in delivery of the service.

- **Vaccine administration**

For the Seasonal Flu-CPVS in the 2023/2024 year, payment will be £9.58 per administered dose of vaccine.

## **COVID- CPVS Autumn 2023**

- **Set-up fee**

For the COVID-CPVS 2023 autumn booster programme, a single £250 set-up fee is payable for preparation involved in delivery of the service.

- **Vaccine administration** (excluding care home residents)

For the COVID-19 vaccination administered:

- Up to and including 31<sup>st</sup> October accelerated payment will be £12.54 per administered dose of vaccine.
- After 31<sup>st</sup> October payment will be £9.06 per administered dose of vaccine.

- **Care home residents**

For the COVID-19 vaccination administered:

- Payment will be £9.06 per administered dose of vaccine
- An additional fee of £10.00 shall be paid per administered dose to a care home resident.
- An additional fee of £200 shall be paid for each care home completed by 31st October.

- **Tiered payments**

For the COVID-CPVS autumn booster, tiered payments are as follows:

|              |                                 |       |
|--------------|---------------------------------|-------|
| 50-100       | vaccines administered per month | £600  |
| 101-300      | vaccines administered per month | £900  |
| 300 and over | vaccines administered per month | £1200 |

Note: Care home residents are excluded from tiered payments. A separate additional fee is payable (see above).

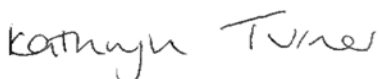
The fee payable for service provision will be processed by the BSO based on the appropriate entry of a vaccination record on VMS. The pharmacy is responsible for accuracy and timely recording of vaccinations on the VMS.

### **Next Steps**

Those wishing to participate in this service should return a completed contract by secure email to the **local office contact** by **5pm Wednesday 13<sup>th</sup> September**.

If you have any queries in relation to this service contact either: ([greg.miller@hscni.net](mailto:greg.miller@hscni.net)) or ([Grainne.McMahon4@hscni.net](mailto:Grainne.McMahon4@hscni.net)).

Yours sincerely,



Pharmacy Lead

Strategic Planning and Performance Group

| <b>Contact Details for HSCB Local Primary Care Offices</b>   |   |   |   |
|--|---|---|---|
| <p><b>Belfast &amp; South Eastern</b><br/> Pharmacy Services<br/> Business Support<br/> Integrated Care<br/> 12-22 Linenhall<br/> Street<br/> Belfast<br/> BT2 8BS<br/> Tel: 028 9536 3926<br/> Belfast email:<br/> <a href="mailto:pharmacyservicesbelfast@hscni.net">pharmacyservicesbelfast@hscni.net</a><br/> South Eastern email:<br/> <a href="mailto:pharmacyservicesse@hscni.net">pharmacyservicesse@hscni.net</a></p> | <p><b>South</b><br/> Pharmacy Services<br/> Business Support<br/> Integrated Care<br/> Tower Hill<br/> Armagh<br/> BT61 9DR<br/> Tel: 028 9536 2104<br/> Email:<br/> <a href="mailto:pharmacyservicesouth@hscni.net">pharmacyservicesouth@hscni.net</a></p> | <p><b>North</b><br/> Pharmacy Services<br/> Business Support<br/> Integrated Care<br/> County Hall<br/> 182 Galgorm Road<br/> Ballymena BT42<br/> 1QB<br/> Tel: 028 9536 2812<br/> Email:<br/> <a href="mailto:pharmacyservicesnorth@hscni.net">pharmacyservicesnorth@hscni.net</a></p> | <p><b>West</b><br/> Pharmacy Services<br/> Business Support<br/> Integrated Care<br/> Gransha Park<br/> House<br/> 15 Gransha Park<br/> Clooney Road<br/> Londonderry BT47<br/> 6FN<br/> Tel: 028 9536 1082<br/> Email:<br/> <a href="mailto:pharmacyserviceswest@hscni.net">pharmacyserviceswest@hscni.net</a></p> |

**COVID-19 Community Pharmacy Vaccination Service  
(COVID-CPVS) 2023  
CONTRACT**

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**Please note:**

Contractors must ensure that the COVID-CPVS is provided in accordance with the service specification and must operate in accordance with all relevant Acts of Parliament, statutory regulations or other laws. As the service is developed, contractors will be expected to comply with guidance that has been developed in consultation with Community Pharmacy Northern Ireland (CPNI).

This document comprises the agreement between the Strategic Planning and Performance Group [SPPG] (purchaser) and the pharmacy contractor (provider).

**Indemnities**

The provider hereby agrees to indemnify the purchaser against any claims for damages for loss, damage, injury (including death), plus all associated costs arising out of the acts or omissions of the provider, his servants or agents.

**Information Requests**

The information gathered will be used to inform future service delivery.

**Period of Contract**

The service will operate from 18th September 2023. This contract may be terminated by either the purchaser or the provider by giving notice of one week. Vaccines can only be ordered after a signed service contract is received by SPPG.

**Please note, this service is dependent on supply of COVID-19 vaccines.  
Therefore, the service may be paused or withdrawn if vaccine supplies are unavailable.**

**Remuneration**

**COVID- CPVS Autumn 2023**

- **Set-up fee**

For the COVID-CPVS 2023 autumn booster programme, a single £250 set-up fee is payable for preparation involved in delivery of the service.

- **Vaccine administration** (excluding care home residents)

For the COVID-19 vaccination administered:

- Up to and including 31<sup>st</sup> October accelerated payment will be £12.54 per administered dose of vaccine.
- After 31<sup>st</sup> October payment will be £9.06 per administered dose of vaccine.

- **Care home residents**

For the COVID-19 vaccination administered:

- Payment will be £9.06 per administered dose of vaccine
- An additional fee of £10.00 shall be paid per administered dose to a care home resident.
- An additional fee of £200 shall be paid for each care home completed by 31<sup>st</sup> October.

- **Tiered payments**

For the COVID-CPVS autumn booster, tiered payments are as follows:

|              |                                 |       |
|--------------|---------------------------------|-------|
| 50-100       | vaccines administered per month | £600  |
| 101-300      | vaccines administered per month | £900  |
| 300 and over | vaccines administered per month | £1200 |

Note: Care home residents are excluded from tiered payments. A separate additional fee is payable (see above).

The pharmacy contractor will not be reimbursed or remunerated for vaccines administered to patients outside the scope of the service specification (2023).

Claims for payments will be via submission of vaccination records on the Vaccine Management System (VMS). Vaccinations should be recorded on the VMS on the day of administration. Claims will be processed monthly by BSO. SPPG reserves the right to withhold claims for vaccinations which are entered on the VMS more than 15 calendar days after the vaccination has occurred.

### **Verification and Clawback**

The SPPG will be monitoring compliance with the requirements of this contract. Where failure to comply is identified the SPPG reserves the right to recover all or part of this funding.

### **Requirements**

The pharmacy contractor must ensure that both the location from which the service will be provided and all individuals providing the service meet the requirements outlined in the service specification.

**The pharmacy contractor is responsible for ensuring that the service is delivered in accordance with the service specification by suitably trained and competent staff.**

### **Service Monitoring**

Information gathered from the VMS and weekly reports will be used to monitor the service on an ongoing basis. All documentation is open to evaluation/monitoring by SPPG at any point.

**COVID Community Pharmacy Vaccination Service  
(COVID-CPVS) autumn 2023**

Signing of the Agreement

This document comprises the agreement between the Strategic Planning and Performance Group [SPPG] (purchaser) and the pharmacy contractor (provider)

- I confirm that the COVID-CPVS will be provided for primary and booster doses in accordance with the service specification, by suitably trained and competent vaccinators.
- I confirm that the pharmacy will offer vaccination to all eligible cohorts i.e. both pharmacy clinics and care home\* (where applicable\*). I understand that pharmacies vaccinating care homes are signing to agree to deliver the CPVS.
- I confirm there will be appropriate indemnity arrangements in place at the commencement of the service.
- I understand that details of participation in this service will be shared with CPNI.

Signature of this contract denotes delivery of service to the requirements of the service specification.

|  |  |
|--|--|
| Name of pharmacy contractor provider         |  |
| Contact person(s) for queries (please print) |  |
| Contractor number*                           |  |
| Pharmacy name                                |  |
| Pharmacy address                             |  |
|  |  |
|  |  |
| Phone number                                 |  |
| Email contact                                |  |
| Pharmacist's signature                       |  |
| Date   |  |

Pharmacy Stamp







**COMMUNITY PHARMACY SERVICE:**  
**Seasonal Influenza Community Pharmacy Vaccination Service**  
**(Flu - CPVS) 2023/24**

**CONTRACT**

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**Please note:**

Contractors must ensure that the Flu-CPVS service is provided in accordance with the service specification and operate in accordance with all relevant Acts of Parliament, statutory regulations or other laws. As the service is developed, contractors will be expected to comply with guidance that has been formulated in consultation with Community Pharmacy Northern Ireland (CPNI).

This document comprises the agreement between the DoH Strategic Planning & Performance Group [SPPG] (purchaser) and the pharmacy contractor (provider).

**Indemnities**

The provider hereby agrees to indemnify the purchaser against any claims for damages for loss, damage, injury (including death), plus all associated costs arising out of the acts or omissions of the provider, his servants or agents.

**Information requests**

The information gathered will be used to inform future service delivery.

**Period of contract**

The service will operate from **18th September 2023 until 31 March 2024**. This contract may be terminated by either the purchaser or the provider by giving notice of one week.

**Please note, this service is dependent on supply levels of Influenza vaccine. Therefore the service may be paused or withdrawn if vaccine supplies are unavailable.**

## **Vaccine Management System (VMS)**

All patients vaccinated as part of the CPVS must be recorded on the regional VMS. Any provider that does not currently have access can contact Tom Coyle ([tom.coyle@hscni.net](mailto:tom.coyle@hscni.net)) who will provide further information on setting up and accessing VMS. New contractors should be aware it may take up to ten working days to set up a new pharmacy access to VMS.

Pharmacies must record the vaccination on the VMS on the days of vaccination or within 24 hours thereof. SPPG reserves the right to withhold claims for vaccinations which are entered on the VMS more than 15 calendar days after the vaccination has occurred.

## **Remuneration**

### **Seasonal Influenza Vaccination Service 23/24**

- **Set-up fee**

For the Flu-CPVS in the 2023/2024 year, a single £250 set-up fee is payable for preparation involved in delivery of the service.

- **Vaccine administration**

For the Seasonal Flu-CPVS in the 2023/2024 year, payment will be £9.58 per administered dose of vaccine.

## **Verification and clawback**

The SPPG will be monitoring compliance with the requirements of this contract. Where the SPPG identifies failure to comply, the SPPG reserves the right to recover all, or part of, this funding.

## **Requirements**

The pharmacy contractor must ensure that both the location from which the service will be provided and all individuals providing the service meet the requirements outlined in the service specification.

**The pharmacy contractor / responsible pharmacist are responsible for ensuring that the service is delivered in line with the service specification by suitably trained and competent staff.**

## **Service monitoring**

Information gathered from the VMS and weekly reports will be used to monitor the service on an on-going basis. All documentation is open to evaluation/monitoring by SPPG at any point.

## COMMUNITY PHARMACY SERVICE:

### Seasonal Influenza Community Pharmacy Vaccination Service (Flu-CPVS) 2023/24

#### Signing of the Agreement

This document comprises the agreement between the Strategic Planning & Performance Group [SPPG] (purchaser) and the pharmacy contractor (provider)

- I confirm that the Flu-CPVS service will be provided in line with the service specification by suitably trained and competent vaccinators.
- I confirm there will be appropriate indemnity arrangements in place at the commencement of the service.
- I understand that details of participation in this service will be shared with CPNI.
- I acknowledge that SPPG reserves the right to withhold claims for vaccinations which are entered on the VMS more than 15 calendar days after the vaccination has occurred.

Signature of this contract denotes delivery of service to the requirements of the service specification.

|   |  |
|---|--|
| Name of pharmacy contractor provider:<br>_____                                      |  |
| Contact person(s) for queries, in<br>respect of the service (please print)<br>_____ |  |
| Contractor number   |  |
| Pharmacy name<br>_____  |  |
| Pharmacy address<br>_____<br>_____  |  |
| Post code   |  |
| Phone number  |  |
| E-mail contact  |  |
| Pharmacist's Signature<br>_____   |  |
| Date<br>_____   |  |

Pharmacy Stamp

\*For those contractors with multiple locations,  
please complete the table below:

|  |
|--|
|  |
|--|



Please return a signed contract **by secure email** by 5pm **Wednesday 13<sup>th</sup> September 2023** to your local SPPG office, see below for contact details. Please retain a copy of signed contract in the pharmacy for your own records.

**Contact Details for SPPG Local Integrated Care Offices**

| <b>Belfast &amp; South Eastern</b>   | <b>South</b>   | <b>North</b>  | <b>West</b>  |
|--|--|---|--|
| Pharmacy Services<br>Business Support<br>Integrated Care<br>12-22 Linenhall Street<br>Belfast<br>BT2 8BS<br>Tel: 028 9536 3926<br>Belfast email:<br><a href="mailto:pharmacyservicesbelfast@hscni.net">pharmacyservicesbelfast@hscni.net</a><br>South Eastern email:<br><a href="mailto:pharmacyservicesse@hscni.net">pharmacyservicesse@hscni.net</a> | Pharmacy Services<br>Business Support<br>Integrated Care<br>Tower Hill<br>Armagh<br>BT61 9DR<br>Tel: 028 9536 2104<br>Email:<br><a href="mailto:pharmacyservicessouth@hscni.net">pharmacyservicessouth@hscni.net</a> | Pharmacy Services<br>Business Support<br>Integrated Care<br>County Hall<br>182 Galgorm Road<br>Ballymena BT42 1QB<br>Tel: 028 9536 2812<br>Email:<br><a href="mailto:pharmacyservicesnorth@hscni.net">pharmacyservicesnorth@hscni.net</a> | Pharmacy Services<br>Business Support<br>Integrated Care<br>Gransha Park House<br>15 Gransha Park Clooney Road<br>Londonderry BT47 6FN<br>Tel: 028 9536 1082<br>Email:<br><a href="mailto:pharmacyserviceswest@hscni.net">pharmacyserviceswest@hscni.net</a> |