

Pharmaceutical Needs Assessment
Maintenance Process
Appendix I

Maintaining the PNA Decision Tree

Consider impact of change(s) on Pharmaceutical Services

Changes to Pharmaceutical list as advised by NHS England

'Other' changes as identified via periodic review of PNA ①

Change(s) relevant to the *granting* of applications? ②

Yes

Is revising the PNA proportionate? ③

Yes

Initiate formal process to develop PNA ④

Yes

Is a Supplementary Statement required? ⑤

Yes

Publish supplementary statement ⑥

No

No

Include change(s) in next PNA

No

Update map of pharmaceutical premises ⑦

Maintaining the PNA Advice & Recommendations

Note	Advice & Recommendations
1	<p>Review of PNA</p> <ul style="list-style-type: none"> • It is good practice to periodically review the PNA to identify if the assessment is still pertinent (this should be annually & after each change in pharmaceutical services) • Factors to review include changes in: <ul style="list-style-type: none"> ○ Health needs, as identified in the JSNA ○ 'Other' services which are locally commissioned services by PH, the CCG or other NHS organisations ○ Other factors e.g. demography, planned developments etc. which were identified as affecting current or future pharmaceutical services
2	<p>Granting applications</p> <ul style="list-style-type: none"> • The 5 types of market entry application are: <ul style="list-style-type: none"> ○ Current Need ○ Future Need ○ Improvements or better access ○ Future improvements or better access ○ Unforeseen benefits (i.e. the applicant provides evidence of need that was not foreseen when the PNA was published) • The impact of the following, on granting applications, must be considered: <ul style="list-style-type: none"> ○ A new pharmacy opening ○ A pharmacy closing ○ Relocation of a pharmacy ○ A change in hours ○ Changes in other services including advanced services, enhanced services and locally commissioned services • A change in ownership or trading name of a pharmacy will not generally impact upon granting of applications
3	<p>Proportionality of revising the PNA</p> <ul style="list-style-type: none"> • The following are examples of changes which may raise a need for further assessment, through a revision of the PNA: <ul style="list-style-type: none"> ○ A change which has a material impacts upon pharmaceutical need, access, choice etc. within a locality or the HWB area ○ Several changes, in pharmaceutical services, have occurred since the PNA was published and the collective impact upon pharmaceutical need is not clear ○ Planned service changes have not gone ahead or unexpected population or demographic changes potentially affect the original conclusions of the PNA with respect to current and future need • Minor changes e.g. small changes in hours, minor relocations are more likely to result in a 'disproportionate to revise the PNA' decision • However, each change should be considered on its own merits; and the reasons underpinning the decision as to whether or not to revise the PNA should be documented • This step may be skipped if the PNA is already being revised

Maintaining the PNA Advice & Recommendations

Note	Advice & Recommendations
4	<p>Revising the PNA</p> <ul style="list-style-type: none"> • The requirements for PNAs are set out within the NHS (Pharmaceutical Services and Local Pharmaceutical Services) Regulations 2013 and must be adhered to • It takes a minimum of 9 – 12 months to develop a PNA (this includes the minimum 60 day consultation period) • Robust governance arrangements should be established to underpin the process. This would normally include establishing a Steering Group or Task & Finish Group to drive the process • It is recommended that a project management approach is followed
5	<p>Supplementary Statements</p> <ul style="list-style-type: none"> • This is a statement of fact published to explain changes in the availability of pharmaceutical services • A supplementary statement should be published if: <ul style="list-style-type: none"> ○ There has been a change in pharmaceutical services relevant to the granting of applications ○ The process to revise the PNA has been initiated and it is determined that this is necessary to prevent detriment to pharmaceutical services within the area • Whilst it is not necessary to publish a supplementary statement if a change does not impact upon the granting of applications, it may be helpful to do so as this provides a mechanism to advise local stakeholders on minor changes in pharmaceutical services • A supplementary statement must not be used as a means of assessing need. Where further assessment is needed the only option is to initiate the formal process to revise the PNA
6	<p>Publication of Supplementary Statements</p> <ul style="list-style-type: none"> • A supplementary statement must be published alongside the original PNA which it is updating • The supplementary statement effectively becomes part of this PNA
7	<p>Update the map</p> <ul style="list-style-type: none"> • The regulations require that HWBs keep the map showing pharmaceutical premises up to date • This requirement applies to all changes to the pharmaceutical list, not just changes which affect the granting of applications • It is good practice, but not a requirement, to update other maps, which may have been included within the PNA