

**Memorandum of Understanding between Herts and West Essex Integrated Care Board (HWE ICB)  
and \_\_\_\_\_ General Practice Provider**

**Introduction**

1. This memorandum of understanding (MOU) sets out the principles to which a medicines optimisation team member will adhere whilst supporting the above named GP practice.
2. This MOU also describes the expectations of the above named GP practice when hosting a medicines optimisation pharmacy team member.
3. The responsibility for any contractual employment issues related to the medicines optimisation pharmacy team member remains with the ICB.
4. It is understood that the medicines optimisation team member will have had adequate training at an ICB level to support the workstreams to be undertaken.
5. This MOU is not time limited and will continue to be in effect unless the principles described need to be altered or cease to be relevant.
6. This MOU is not person specific and may be applied to any Medicines Optimisation team member offering support in a GP practice or care home.
7. Access will be required to patient medical records, in line with NHS information governance requirements, by the medicines optimisation team member to allow them to provide prescribing support at a GP practice level.
8. The Medicines Optimisation pharmacy team member will not make direct contact with patients.
9. The Medicines Optimisation team member may provide support either in person or remotely as agreed by with the GP practice team.
10. A copy if this agreement once signed by both parties will be held by ICB pharmacy medicines optimisation team and by the GP practice.

**Principles of co-operation**

**The principles of working for HWE ICB medicines optimisation team members working in GP practices or care home are set out below.**

**HWE ICB pharmacy team members will:**

- Comply with all ICB organisational policies and procedures relating to working with GP practices to support medicines optimisation.
- Ensure that workstreams undertaken are discussed and agreed with the GP practice prescribing lead/practice manager and that the practice/PCN pharmacist are fully informed and involved in the agreed workstreams; a work plan will be agreed for each workstream.
- Ensure that patient identifiable data retrieved for the purpose of the agreed workstream remains in the clinical system. Any requirement to save clinical information elsewhere eg in a secure ICB shared folder must be pre-agreed with the GP practice clinical team and at a minimum must be pseudo-anonymised and only stored for a pre-agreed time limited period.

Any deviations from this principle will be referred to the GP practice and ICB data controller for review and action as soon as identified.

- Ensure that they are up to date and compliant with NHS mandatory training relating to data management and governance responsibilities. Any suspected data breaches must be reported to GP practice data protection officer and ICB line manager as soon as identified.
- Implement simple switches, including AccuRx/text messaging patients, if agreed by the practice team, but will not action changes to a patients' medications that require patient contact. The agreement to make any changes must also reflect the profession of the team member undertaking the work ie a pharmacist may make a change to a patient's prescribed medications with agreement from a prescriber in the practice but a pharmacy technician, nurse or dietician may not unless they themselves are a prescriber.
- Will make recommendations to GP practice clinicians relating to agreed workstreams but will not action any changes except simple switches as described above.
- Agree with the practice what their boundaries are relating to making alterations to clinical notes; these must be pre-agreed prior to any piece of work undertaken.
- Ensure that any changes made to a patient's prescribed medicines are communicated effectively according to agreed processes within the GP practice.
- Present findings and outcomes from reviews undertaken in a timely manner at pre-agreed scheduled. meetings to the relevant team members within the GP practice team.
- Report back to their Lead Pharmaceutical Advisor who will provide support and guidance from an ICB perspective.
- Refer on any urgent clinical concerns as soon as possible to an appropriate GP clinical colleague.

**The principles underpinning this Memorandum of understanding for GP Practice colleagues hosting HWE ICB medicines optimisation team members are set out below.**

**GP practice colleagues will:**

- Ensure that medicines optimisation team members are given timely access to GP clinical systems to allow them to undertake pre-agreed workstreams.
- Ensure that all relevant practice staff are aware of the workstreams being undertaken by the medicines optimisation team member.
- Allocate an appropriate GP practice point of contact who will engage with the medicines optimisation team member to provide support and advice in a timely manner where necessary.
- Where appropriate address medication related concerns raised by the medicines optimisation team member in a timely manner.
- Agree where simple switches can be actioned by the medicines optimisation team member for each individual workstream.

- Agree a timeline to implement actions received from the medicines optimisation team member (**usually within one month**) and identify a GP practice team member who will undertake this work to ensure that actions are addressed appropriately.

**Signed on behalf of Herts and West Essex Integrated Care Board:**

Print name and job title:

Date:

**Signed on behalf of ..... GP practice:**

Signature:

Print Name and job title:

Date:

Version	1.0
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