**Contract for the provision of Multi-compartment Compliance Aids, also known as Monitored Dosage Systems (MDS), to Identified In-patients Immediately Following Discharge**

**Contract Period: 1st March 2017 to 29th February 2020 with an option to extend the Contract for a further period of up to 12 Months**

**SITE VISIT EVALUATION FORM**

**TENDERER BEING VISITED:…………………………………………………………………………………….. DATE:……………………………………………….**

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| **Specific Criteria and Clauses being evaluated** | **Notes**  |
| **QUALITY STANDARDS – Clinical Governance** |  |
| 2.2.2 The Provider must have systems in place to reduce risk, monitor incidents and near misses, and to deal with complaints |  |
| 2.2.5 The Provider must have standards of dispensing, pharmaceutical supplies and disposal in accordance with the RPS guidance and all relevant legislation, including National Patient Safety Agency guidance such as “Dispensing for Safety” |  |
| 2.2.6 The Provider must have standard operating procedures (SOPs) in place for all aspects of MDS service provision, which must be available to the Trust on request. Where process changes are required in light of incidents, learning or service development, SOPs must be updated and shared accordingly  |  |
| **SERVICE STANDARDS - Premises** |  |
| 3.1.2.1 The premises must have sufficient work space to enable the Provider to carry out the work involved with this Contract in an organised and efficient way and with clear work flows |  |
| 3.1.2.2 The premises must have sufficient storage capacity to enable the Provider to maintain an effective stock management system |  |
| * + - 1. The premises must be maintained in good order, kept clean and provide a safe working environment. All statutory requirements must be complied with in accordance with the General Pharmaceutical Council.
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| **SERVICE STANDARDS – Provision of Service** |  |
| 3.2.3 The Provider must ensure that faxed information is treated confidentially and is received on a ‘safe-haven’ fax machine. |  |
| **SERVICE STANDARDS – Supply of Medicines** |  |
| 3.6.3 All pharmaceutical products must be stored under suitable conditions appropriate to the nature and stability of the product concerned. They must be protected from contamination, sunlight, atmospheric moisture and adverse temperatures. During storage medicines must be retained in the manufacturer’s original packaging and have batch and expiry details.  |  |
| 3.6.4 Refrigerators used for pharmaceutical stock must be capable of storing products between 2C and 8C. They must be equipped with a maximum/minimum thermometer, or other suitable alternative, which is checked on each day the pharmacy, is open and the maximum and minimum temperatures recorded. |  |

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| **Comments on Site Visit:** |

SIGNED:……………………………………………………………………………………………….. PRINT NAME:……………………………………………………………………………

POSITION:…………………………………………………………………………………………….. DATE:…………………………………………………………………………………….