## Checklist for use by NHS trust pharmacy procurement teams

### Verification of secondary care medicines shortage

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| **Section 1: Product details** |
| **Product:** | **Date:** |
| **Strength:** | **Pack size** |
| **Form:** |
| **Section 2: NHS England Medicines Procurement and Supply Chain (MPSC)** oversees and supports management of medicines shortages on NHS England MPSC frameworks where the product is predominantly used in secondary care.**The NHS England MPSC supplier issues spreadsheet** –distributed fortnightly and managed by the NHS England MPSC. It lists all the supply issues on MPSC branded and generics frameworks that the MPSC is aware of, and should be the first reference point for all supply issues. |
| Does the product have an NHS England MPSC code – National Product Code (NPC) number? | y/n |
| If yes, check the fortnightly supply issues spreadsheet for mitigation plan and details of alternative supplier.If no, go to section 3. | y/n |
| Is the product actively managed by the NHS England MPSC – that is, it appears on the fortnightly supply issues spreadsheet? | y/n |
| If yes, can the advice be followed? If yes, implement the mitigation plan ensuring all who may be impacted are included (see section 6). If no, go to section 3. | y/n |
| **Section 3: DHSC and NHS England** [Medicines Supply Tool](https://www.sps.nhs.uk/home/tools/) **on the SPS website** DHSC Medicines Supply Team and the NHS England MPSC work closely together to do everything possible to support management and mitigation of shortages of medicines whether procured through NHS England MPSC-managed frameworks by acute and mental health providers or sourced by community pharmacists for dispensing to patients in the community. |
| Is the product on the Medicines Supply Tool for mitigation plan and details of alternative supplier? If no, go to section 4. | y/n |
| If yes, can the advice be followed? If yes, implement the mitigation plan ensuring all who may be impacted are included (see section 6). If no, go to section 4. | y/n |
| **Section 4: Collaborative purchasing organisations**,for example East of England, North of England, London Procurement Partnership |
| Is the product on contract with a purchasing organisation? If no, go to section 5. | y/n |
| Has the purchasing organisation contacted trusts regarding the shortage with a mitigation plan and details of alternative supplier?  | y/n |
| Can the advice be followed? If yes, implement the mitigation plan ensuring all who may be impacted are included (see section 6). If no, go to section 5.  | y/n |
| **Section 5: Medicine NOT reported on the NHS England MPSC fortnightly update or** [Medicines Supply Tool](https://www.sps.nhs.uk/home/tools/) **and no information available from purchasing hub.** **Check wholesalers and distributors for stock** |
| ☐ | AAH | ☐ | Alloga |
| ☐ | Alliance | ☐ | Movianto |
| ☐ | Mawdsleys | ☐ | TPS |
| ☐ | Phoenix | ☐ | Other distributors |
| ☐ | Other | ☐ | Manufacturer |
| **Consider alternative** |
| ☐ | Pack | ☐ | Review where stock is stored – can ward stock be used? |
| ☐ | Strength | ☐ | Consider risk assessment for alternative (ensure appropriate clinical pharmacists and SPS medicines information are included in this assessment) |
| ☐ | Has the dm+d website been reviewed for possible alternatives?<https://www.nhsbsa.nhs.uk/pharmacies-gp-practices-and-appliance-contractors/dictionary-medicines-and-devices-dmd> | ☐ | If the product is a special, has NHS Profile been reviewed for possible alternatives?<http://www.pro-file.nhs.uk/>  |
| **Have you been able to resolve / mitigate the issue locally?** |
| Y | Go to section 6 | N | Escalate to regional pharmacy procurement specialist |
| If you have been able to resolve the issue locally but it is likely to persist for longer than **2 weeks**,you should escalate to your regional pharmacy procurement specialist. This will ensure the national teams are made aware and risk assess the shortage.  |
| **Section 6: Third-party and outsourced suppliers, for example homecare, commercial compounders, outsourced outpatient dispensing** Organisations should always be mindful of the impact medicines shortages may have on partner / outsourced providers and how this may impact on patients. When a trust becomes aware of a shortage that may impact on these providers and patients, they must take steps to ensure the third-party suppliers are included in any mitigation plans as appropriate or the issue appropriately escalated to the regional team.  |
| Is the product in short supply likely to be used/dispensed by any of your third-party suppliers? | y/n |
| If yes, have you notified the supplier(s) of the shortage and informed them of the local mitigation plan and directed them to the [Medicines Supply Tool](https://www.sps.nhs.uk/home/tools/) and/or the MSN or NatPSA for further detail on any national mitigation plans? | y/n |
| If yes, can the organisation impacted follow the mitigation plan and ensure continuity of supply to patients? | y/n |
| If no, and patient impact is likely (failed deliveries / interruption to service), has the issue been escalated to the regional pharmacy procurement specialist and regional homecare lead, for issues impacting homecare?If no, please escalate urgently. | y/n |