# Notification of a Hub and Spoke arrangement form

This form must be submitted at least 28 days prior to the start of the Hub and Spoke arrangement taking effect. It must be submitted by email by the Spoke Pharmacy to their integrated care board (ICB) pharmacy contract team as detailed on the [pharmacy contract teams web page](https://www.england.nhs.uk/primary-care/pharmacy/pharmacy-contract-teams/) and must only be used where the MYS system is not available for this notification.

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| **SPOKE NHS CONTRACTOR** | |
| Name |  |
| Trading name (if applicable) |  |
| ODS code |  |

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| **HUB SUB CONTRACTOR** | |
| Name |  |
| Trading name (if applicable) |  |
| GPhC Premises Number |  |
| Address of the site(s) where dispensing activity, assembly or part-assembly will take place |  |
| ODS code (only applicable where the Hub is also an NHS Pharmacy Contractor) |  |

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| Earliest date the Hub and Spoke arrangement will commence (must be at least 28 days after this form is submitted unless the ICB agree an earlier date before the arrangements commence) |  |

# Declaration by the Spoke Pharmacy

I/We declare that core dispensing functions[[1]](#footnote-1) are to be subcontracted to the Hub detailed above under written hub and spoke arrangements that include:

1. A comprehensive statement of the responsibilities of the Spoke and the Hub for the core dispensing activities
2. Provision for the Hub to assemble or part-assemble patients’ prescribed medicines that will be dispensed/supplied at or from the Spoke. The arrangements **do not** allow the Hub to fulfil the order directly to the patient
3. A data sharing agreement between the parties, setting out the prescription data that will be shared between Spoke and Hub (and that the data must be in accordance with the relevant NHS England information standard once it is published)
4. A clear exit clause so that the Spoke can discontinue the Hub and Spoke arrangements (sub-contracting agreement) at the request of the ICB (in addition to any patient safety or commercial grounds either the Spoke or the Hub may have for discontinuing the arrangements)
5. Provision that the Hub may not further sub-contract any of the core dispensing functions that they perform on behalf of the Spoke
6. Confirmation that the Spoke has a business continuity plan which contains provisions specific to these Hub and Spoke arrangements that will seek to enable them to continue provision to patients/resume provision to patients as required following any temporary or permanent discontinuation or disruption of the service provision by Hub
7. A requirement for the Hub to cooperate in any investigations by the Spoke, commissioner or regulatory body in relation to any issue or incident arising from the sub-contracted functions

I/We confirm that I/we have undertaken due diligence in relation to the intention to sub-contract to the Hub (including that we have confirmed that the Hub: has suitably qualified and trained staff in place; has appropriate indemnity cover in place; has a business continuity plan in place to reflect the Hub and Spoke arrangements being entered into etc)

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| Form and declaration completed by: | Date form completed: |
| Please also include here an email/telephone number where the ICB can contact you should there be any query on the content of this form. |  |

1. “core dispensing functions” means the assembly or part-assembly of any prescription item (including bagging and the application of dispensing labels) with a view to the supply of that prescription item in accordance with a prescription, a serious shortage protocol (SSP), a listed prescription item voucher (LPIV), a pandemic treatment protocol (PTP) or a patient treatment protocol group direction (PTPGD).” [↑](#footnote-ref-1)