

**LOCAL ENHANCED SERVICE  
for  
HUMAN PAPILLOMA VIRUS (HPV) VACCINATION FOR GIRLS  
AGED 16-18 Years of Age  
(Academic Years Y12 and Y13 in 2009-2010)**

**Service Level Agreement**

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## INTRODUCTION

All practices are expected to provide essential services and those additional services they are contracted to provide to all their patients. They are also encouraged to provide the Directed, National and Local Enhanced services to the wider populations. The specification for this service is designed to cover the enhanced aspects of clinical care of the patient, which is beyond the scope of essential services.

This agreement outlines the expectations and obligations to provide Human Papilloma Virus vaccination to:

- girls born between 1<sup>st</sup> September 1990 - 31<sup>st</sup> August 1991 in line with the DH letter dated 22<sup>nd</sup> July 2008, as per the current 2008-09 LES and
- girls born between 1<sup>st</sup> September 1991 - 31<sup>st</sup> August 1992 in line with the DH letter dated 30<sup>th</sup> January 2009 and
- girls born between 1<sup>st</sup> September 1992 - 31<sup>st</sup> August 1993 in line with the DH letter dated 30<sup>th</sup> January 2009
- The aim is to achieve a minimum uptake rate of 75% for all three doses.

## SERVICE OUTLINE AND AIMS

The aim of this service is to ensure that all girls, born between the dates detailed above, are identified and offered a course of Human Papilloma Virus vaccine. The Department of Health has contracted with GlaxoSmithKline to supply Cervarix™ vaccine.

NB. This vaccine is expensive (£80 per dose) and there are strict monitoring arrangements in place for vaccine usage and wastage. Each PCT is only allowed to have two nominated persons to order the HPV vaccine. The vaccine cannot be ordered directly by individual GP practices from Movianto. However, once ordered by the nominated PCT person/s, the vaccine will be delivered directly to the practices from Movianto. The ordering process is described in Appendix 1, as per the details of the previous 2008 LES.

The practice will be required to:

- (i) Identify all registered female patients born between the dates detailed above.
- (ii) Keep vaccine wastage to a minimum and report vaccine usage and wastage on the PCT monthly claim and monitoring form.
- (iii) Order the required number of vaccines for the above-identified cohorts from the nominated PCT representative at Burton Hospital Pharmacy, on the East, or Cannock Chase Hospital Pharmacy, on the West, as detailed in Appendix 1.

- (iv) Invite all identified female patients to attend appointments to receive the course of three vaccinations in accordance with this service specification and attach a copy of the national HPV leaflet available from the immunisation.nhs.uk website <http://www.immunisation.nhs.uk/Vaccines/HPV/Resources>
- (v) Send at least two reminder letters/phone calls to non-attendees.
- (vi) Obtain consent for each vaccine dose administered.
- (vii) Deliver the vaccinations in accordance with this service specification.
- (viii) Submit a claim and monitoring form, monthly, one form for each cohort, to the Immunisation Officer, Anglesey House, Rugeley no later than the 7<sup>th</sup> working day following the end month claimed (Appendix 2).
- (ix) Report all unused vaccine to the nominated PCT representative at the end of this contract.

The PCT will:

- (i) Procure the required number of vaccines for all girls identified by practices.
- (ii) Initiate payment to practices.
- (iii) Ensure the completion of monthly and annual reports on the Immform website as requested by the DH.

## CRITERIA

This Local Enhanced Service Specification details the following criteria.

- The targeted cohorts will be girls born between:
  - 1<sup>st</sup> September 1990 - 31<sup>st</sup> August 1991;
  - 1<sup>st</sup> September 1991 - 31<sup>st</sup> August 1992 and
  - 1<sup>st</sup> September 1992 - 31<sup>st</sup> August 1993.
- The campaign will start on 1<sup>st</sup> April 2009 and will continue until 31<sup>st</sup> August 2010;
- The Department of Health has contracted with GlaxoSmithKline to supply Cervarix™ vaccine.
  - (i) **Human Papilloma Virus Vaccine Information**  
This information must be read in conjunction with Department of Health's Green Book 'Immunisation against infectious disease' 2006, Chapter 18a: Human Papilloma Virus (HPV) and Chapter 3: Storage, distribution and disposal of vaccines.

[www.dh.gov.uk/en/AdvanceSearchResult/index.htm?searchTerms=hpv+chapter+18a](http://www.dh.gov.uk/en/AdvanceSearchResult/index.htm?searchTerms=hpv+chapter+18a)

The schedule for Cervarix™ is as follows:

- First dose of 0.5mls Cervarix™
- Second dose of 0.5mls Cervarix™ given one to two months after first dose
- Third dose of 0.5mls Cervarix™ given at least six months after the first dose.

If practices have patients that fall outside the above scheduled periods, further advice is available online at –

[www.immunisation.nhs.uk/Professional\\_Information/Vaccine\\_Update](http://www.immunisation.nhs.uk/Professional_Information/Vaccine_Update)

**All three doses must be completed within a 12 month period.**

## SERVICE STANDARDS

The contractor in signing this agreement shall:

- Offer to provide the HPV vaccination to patients within the target age groups (girls born between the dates previously detailed above)
- Provide appropriate information and advice to patients about such vaccinations with support from the Public Health Directorate and/or the Health Protection Agency
- Record in the patient's record any refusals of the offer for any of the three doses in respect of this course of vaccinations
- Where the offer is accepted, administer the vaccines and include in the patient's record -
  - i) The patient's consent to the vaccination or the name of the person who gave consent to the vaccination and their relationship to the patient
  - ii) The batch number, expiry date and the title of the vaccine
  - iii) The date of the vaccination
  - v) Any contraindications to the vaccination
  - vi) Any adverse reactions to the vaccine
- Ensure submission of the PCT Claim and Monitoring form, monthly, to **the Immunisation Officer, Anglesey House, Rugeley** no later than the 7<sup>th</sup> working day following the end of the month claimed.
- Ensure that all staff involved in administering of vaccines, are trained in immunisation administration and the recognition and initial treatment of anaphylaxis.

## ONGOING MEASUREMENT & EVALUATION

The contractor must supply the PCT with such information as it may reasonably request for the purposes of monitoring the contractor's performance of its obligations under this Enhanced Service.

## FINANCIAL DETAILS

This agreement is to cover the period commencing 1<sup>st</sup> April 2009 to 31<sup>st</sup> August 2010.

Each practice contracted to provide this service will receive a payment per patient as detailed below:

First Dose ~ £8.26  
Second Dose ~ £10.33  
Third Dose ~ £12.39

The maximum amount to be claimed per patient is £30.98 per course of treatment

The default rate is expected to be higher for doses 2 and 3 and the sliding payment scale takes account of the potential requirement for practices to send additional reminders to patients.

**PAYMENT WILL ONLY BE MADE UPON RECEIPT OF THE PCT MONTHLY CLAIM & MONITORING FORM AND THE PRACTICE SIGNATURE SHEET**

**Practice Name:**

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for  
HUMAN PAPILLOMA VIRUS (HPV) VACCINATION FOR GIRLS  
AGED 16 to 18**

This document constitutes the agreement between the practice and the PCT in regards to this Local Enhanced Service, as specified.

The practice needs to sign and to agree to the following as set out in this protocol.

**Signature on behalf of the Practice:**

Signature	Name	Date	Job Title/Position

**Signature on behalf of the PCT:**

Signature	Name	Date	Job Title
			Primary Care Manager

The agreement is to cover the 17 months commencing 1<sup>st</sup> April 2009.

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              Operational: Primary Care Manager