

Appendix 1 - How the PNA was developed

A PNA project group was developed to develop a draft PNA for the population of NHS Leeds by September 2010; and to undertake required consultation with stakeholders and publish a finalised PNA by 1 February 2011.

Core membership included;

- Head of Strategic Support and Development (Chair)
- NHS Leeds Local Pharmaceutical Committee (LPC) representative
- Communications Lead
- Pharmacy Contracts Lead
- Public Health Manager
- Patient and Public Involvement (PPI) Lead
- Project Lead
- Project Support

Regular meetings have been held and formal minutes recorded decisions of the group. Terms of reference were signed off by the Executive Management Team (EMT). They were:

- A timeline to identify the process was agreed and shared with stakeholders;
- An assessment of local health needs and inequalities which could be influenced or supported by local pharmaceutical service provision was undertaken by reviewing the JSNA 2009;
- It was agreed that the most suitable method of dividing the geographical area was by ward;
- Baseline data for current community pharmacy services was collated;
- Provision of services from other providers that supported the identified health needs were agreed to be incorporated into the PNA;
- A patient questionnaire was developed and distributed to the public via local network groups and through community pharmacies as part of the pre-engagement process;
- Community pharmacy views on services offered and their future aspirations were also sought using a questionnaire agreed and supported by the LPC;
- Further information obtained included: opening hours of community pharmacies ;
- After assessing local needs and current provision and gaps in service were identified;
- Communication plan and consultation process agreed;
- First draft was distributed to the project group and board sponsor for comments which were then incorporated into the document;
- Draft finalised for consultation, published on the NHS Leeds website and distributed to stakeholders; and
- Consultation period 4th October to 31st December 2010