This is a service level agreement (SLA) for the provision of a pregnancy testing and support service for young people via accredited community pharmacies (PTSS).

The SLA is for an Enhanced Service within the Community Pharmacy Contractual Framework between North Tees Primary Care Trust (NTPCT) and Community Pharmacies contracted to North Tees PCT to support the Stockton on Tees Teenage Pregnancy Prevention Service.

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**Service Level Agreement**

This is a service level agreement (SLA) for the provision of a pregnancy testing and support service for young people via accredited community pharmacies (PTSS).

The SLA is for an Enhanced Service within the Community Pharmacy Contractual Framework between North Tees Primary Care Trust (NTPCT) and Community Pharmacies contracted to North Tees PCT to support the Stockton on Tees Teenage Pregnancy Prevention Service.

Written: March 2008

Approved by: Integrated Healthcare Governance 17th July 2008

Issued: July 2008

Effective from: August 2008

Review date: March 2009

Adapted from a scheme by Stockton on Tees Teenage Pregnancy Prevention Service
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2. Service Aims and Intended Service Outcomes
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4. Level of Provision
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7. Service Monitoring
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9. Reimbursement
10. Termination of Agreement
11. References and Bibliography
12. Operational Points of Contact
13. Signatures and Dates

Appendix A: Self Assessment Document

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Aims of Pregnancy Testing Service

Section 2:
Delivery Standards for Pregnancy Testing

Section 3:
Guidelines for Pregnancy Testing in Non-Clinical Settings

Section 4:
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Disposal of Clinical Waste

Appendix C: Signposting report

Appendix D: Setting up invoice

Appendix E: Invoice details

Appendix F: Contact details
1. Service Description

Community Pharmacies will provide a pregnancy testing and support service (PTSS) to eligible clients in line with the service protocol from the Stockton on Tees Teenage Pregnancy Service acting as an access point for pregnancy testing and associated support for young people from 14 to 18 years of age. To provide signposting to mainstream services when appropriate.

This enhanced service will compliment other services provided in NTPCT including contraception and sexual health services, community pharmacy enhanced services for Progestogen Only Emergency Hormonal Contraception (POEC), Chlamydia Screening Service (CSS), C-card services and the programme for sexual health promotion.

Pharmacies will offer an accessible, user-friendly, non-judgmental, client-centred and confidential service.

The service will be provided free of charge to the client at NHS expense.

Clients excluded from the service specification will be signposted to another local service that will be able to assist them.

Pharmacies will also be in a position to provide, where possible and appropriate, support and advice to clients accessing the service which may include advice on the avoidance of pregnancy and sexually transmitted infections (STIs) through safer sex and condom use, advice on the use of regular contraceptive methods and provide onward signposting to services that provide long-term contraceptive methods and diagnosis and management of other STIs. (This may be considered to be part of Essential Services).

2. Service Aims and Intended Service Outcomes

See Appendix B Section 1

a. To provide sexual health and relationship advice, information and support, in accordance with the Fraser guidelines.
b. To provide an accessible service which will enable young people to confirm a pregnancy at an early stage or when they first suspect they may be pregnant;
c. To reduce the associated barriers of embarrassment and financial cost to accessing pregnancy testing services.
d. To signpost young people to an appropriate service to discuss options.
e. To link young people into mainstream services.

3. Service Location

To ensure Stockton on Tees Borough wide access to this enhanced service, all community pharmacies within North Tees PCT will be given the opportunity to provide this service, on the proviso that the full service criteria can be met by the Community Pharmacy contractor.
4. Level of Provision

Community Pharmacy contractors will provide the service in line with the required protocol standards (Appendix B)

Pharmacies participating in the service will provide potential clients with convenient, drop-in access to the pregnancy testing and support service (PTSS) during the pharmacy opening hours on request from clients or subsequent to a request from clients for other sexual health services from which it becomes apparent that a pregnancy test may be required.

The target age is between 14 and 18 years of age. Clients of 13 years will be signposted to other provider services where appropriate. For clients below the age of 16 years ‘Fraser Competence’ needs to be undertaken and the outcome recorded. If competence is not demonstrated, the service cannot be provided and the client signposted to an alternative provider.

The service will be provided by accredited staff members who have successfully completed the training required by the Teenage Pregnancy Prevention Service (TPPS) and remain under supervision of the pharmacist in charge.

On the occasions that an accredited staff member is not available in the pharmacy, or a pharmacist is not personally able to provide the service, the client should be signposted to an alternative provider of the service and details recorded on the signposting report (Appendix C). The pharmacy should telephone the alternative provider to ensure that the client is able to access the service if referred on.

Promotional material issued by the Teenage Pregnancy Prevention Service (TPPS) should be clearly displayed to raise awareness of the pregnancy testing and support service (PTSS)

5. Service Standards: See Appendix B, Section 2,3,4,5,6,7,8

The pharmacy contractor will ensure the protocol standards (Appendix B Section 2) are delivered on every occasion.

Pharmacy contractors are required to complete the self assessment document (Appendix A) to demonstrate how the pharmacy will fulfil the requirements and standards of the service.

The pharmacy contractor must ensure that appropriate arrangements are in place to minimise risks to client, provider, pharmacy staff and other patients, in line with contractual obligations.

Pharmacy contractors must ensure that pharmacists and all staff involved in the service must be able to demonstrate, on request, that specified accreditation requirements and service standards are achieved.
Pharmacy contractors are required to have a standard operating procedure or protocol in place for the provision of the service.

**Clinical Governance:**

Pharmacies will be operating to appropriate standards of clinical governance as detailed in Essential Services 8 of the Community Pharmacy Contractual Framework (2005). Pharmacy Contractors are also required to comply with the appropriate ‘Standards for Better Health’ and be able to provide suitable evidence of such to NTPCT. Monitoring against these standards will seek assurance of quality of service delivery applicable to enhanced services such as provision of the pregnancy testing and support service (PTSS).

The pharmacy contractor has a duty to ensure that all staff involved in the provision of the service have relevant knowledge and are appropriately trained in the operation of the service, including sensitive, client-centred communication skills.

The pharmacy contractor has a duty to ensure that pharmacists and staff involved in the provision of the service are aware of and operate within local protocols.

Service protocols should reflect national and local child and vulnerable adult protection guidelines. The need to assess ‘Fraser Competence’ for all clients under the age of 16 applies. A chaperone policy should be in place and Criminal Records Bureau (CRB) disclosures available if required.

Appropriate records will be maintained to ensure effective ongoing service delivery and audit. Records will be confidential and should be stored securely and for a length of time in line with local NHS record retention policies.

Pharmacies should be mindful of the need to protect patient confidentiality. It is well recognised that there is an obligation to share information between professionals and agencies to ensure that appropriate services are provided and safe working practices are adopted. Information is shared in line with locally determined high level information sharing protocols, including where the consent of the client is required to share information. (see appendix B section 6 confidentiality statement).

**Premises:**

The area of the community pharmacy used for provision of the service, ‘the designated area’, provides a sufficient level of privacy, confidentiality and safety, equivalent of that for the provision of a medicines use review. Due consideration should also be given to protection of the client and pharmacy staff. A poster informing clients of the Chaperone Policy should be displayed in the consultation area. The pharmacy is required to have toilet facilities for the client to use. Premises will be approved by the Teenage Pregnancy Prevention Service prior to the commencement of the service.

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1 The cross government guidance on child protection, Working Together to Safeguard Children, should be referred to and is available at www.everychildmatters.gov.uk/workingtogether
Designated Pharmacists (or designated clinical governance lead):

At induction of the service, a designated pharmacist, regularly available in the pharmacy, must be identified to attend a short briefing/training session (or agreed equivalent) facilitated by the PCTs and provided by the Teenage Pregnancy Prevention Service (TPPS).

The designated pharmacist must complete the self-assessment document (Appendix A) to demonstrate how the pharmacy will fulfil the criteria described in the service standards.

The designated pharmacist will sign the relevant section of the SLA on page 9 and retain overall responsibility for the provision of the service.

Both the completed self-assessment document (Appendix A) and the signed signatories to the agreement document (page 9) must be submitted and approved by the PCT before the service can commence.

The designated pharmacist must ensure that appropriate arrangements are in place to minimise risk to clients, provider, pharmacy staff and other patients.

In the situation where the provision of the designated pharmacist is not possible, then a senior dispensing technician with clinical governance responsibilities could assume the role, provided that the commissioner is aware of this circumstance. Where this is the case, the service level agreement will be countersigned by a pharmacist with overall responsibility for the pharmacy i.e. superintendent pharmacist, regional pharmacy manager or area pharmacy manager as appropriate.

The service provider must participate in an annual review as defined by the NTPCT and Teenage Pregnancy Prevention Service.

Incident Reporting:

The pharmacy will undertake to complete an incident report, as appropriate, for every incident occurring during the provision of this enhanced service.

An incident is defined as any occurrence that is not consistent with:

- The professional standards of care of the service user.
- The standards within this service level agreement.
- The routine operational policies of the organisation.
- The standard of behaviour expected of the service user.

Incident report forms have been issued to all community pharmacy contractors for the purpose of recording such incidents. All completed incident report forms should be returned to NTPCT risk management department and the Teenage Pregnancy Prevention Service informed.
6. PCT and TPPS Responsibilities

NTPCT will:
• provide points of contact for any queries concerning the scheme.
• ensure arrangements are in place to process payments.
• generally arrange the provision of at least one pharmacy contractor update opportunity per year (not necessarily face-to-face) to promote service development and update pharmacy staff with new developments.
• together with TPPS, provide a framework for the recording of relevant service information for the purposes of audit/monitoring and the claiming of payment.
• together with the TPPS, provide up to date details of other services which pharmacy staff can use for signposting.

The Teenage Pregnancy Prevention Service (TPPS) will:
• provide a point of contact for any queries concerning scheme
• ensure initial and on-going training is available as required for accreditation to provide the service
• provide supplies of all equipment and appropriate promotional/signposting material.
• together with NTPCT, provide a framework for the recording of relevant service information for the purposes of audit monitoring and the claiming of payment.
• provide updates to NTPCT on an annual basis.

7. Service Monitoring

This is an Enhanced Service within the community pharmacy contractual framework and will be subject to performance monitoring. Monitoring and evaluation criteria will be drawn from the service standards.

As a minimum, it will be required that:

• the pharmacy has appropriate material available to support the provision of advice to the client group.
• the pharmacy reviews standard operating procedures, updates as necessary, and maintains a list of trained staff on an annual basis.
• the pharmacy participates in an annual review of service provision as defined by the PCT and TPPS, including any updated developments.
• The pharmacy co-operates in any locally agreed PCT/TPPS-led assessment of service user experience.

8. Provision for Disruption of Service

The service is to be provided by accredited members of staff only, under the supervision of the pharmacist in charge. Steps should be taken to maintain continuity of service provision. Information outlining the process of the service
must be cascaded to pharmacy staff so that appropriate signposting can take place if the service is not available on a specific occasion.

The community pharmacy contractor must inform the NTPCT commissioning manager and the TPPS if they are no longer able to meet the requirements of the service e.g. there are no accredited members of staff working in the pharmacy.

9. Reimbursement and Financial Handling

All fees are fully inclusive of VAT at standard rate
A one off payment of £500 (inclusive of VAT) will be made to cover training and set-up costs when a pharmacy is fully accredited and in a position to commence the service (Appendix D).

A £150 (inclusive of VAT) per annum retainer fee will be paid to all pharmacies providing the scheme and will be paid in monthly installments once accreditation, training and set-up are achieved. The retainer will be paid on a monthly basis irrespective of whether any pregnancy testing consultations have been carried out.

A flat fee of £11.75 (fully inclusive of VAT) will be paid for each pregnancy test and support consultation in line with the agreed protocol.

These fully inclusive fees will be paid monthly via the commissioner.

(Fees will be subject to an annual inflationary uplift)

10. Termination of Agreement

Any pharmacy wishing to terminate this agreement must give three months written notice prior to termination and submitted to the NTPCT commissioning manager who will ensure that all relevant parties are informed of this decision.

NTPCT or the TPPS may also terminate this agreement with three months written notice, or less should circumstances arise in which the pharmacy is ineligible to continue. NTPCT reserves the right to terminate the agreement with immediate effect in cases of breach of SLA, where there is evidence that clinical governance requirements are not maintained and/or patent safety may be compromised.

11. References and Bibliography

Teenage Pregnancy Prevention Service: Pregnancy testing in non-clinical settings.

Service Level Agreements. The NHSLA Review Issue 25 2002/03
12. Operational Points of Contact (See Appendix F)

13. Signatories to the Agreement

I hereby declare that …………………………………………………………… (Pharmacy)

Operating from……………………………………………………………………
(Registered Pharmacy premises)

agrees to participate in the pregnancy testing and support service
(PTSS) Enhanced Service in accordance with the requirements outlined
in this Service Level Agreement.

Signature on behalf of the Pharmacy:

Designated pharmacist
Signature  Name  Date

Or Designated Clinical Governance Lead
Signature  Name  Date

Countersigned by, area pharmacy manager or superintendent etc.
Signature  Name  Date

Signature on behalf of the PCT:
Signature  Name  Date
Appendix A

Community Pharmacy Pregnancy Testing and Support Service (PTSS)
For young people

An enhanced service provided by Community Pharmacies in North Tees Primary Care Trust

Self assessment document

Service Standard Criteria Plan

Community pharmacy contractors will use this document to detail their ability to fulfil the criteria required in the service standards section of the SLA.

Please indicate how your pharmacy meets these criteria or plans to meet these criteria.

A copy of this form should be returned to the NTPCT commissioning manager.
<table>
<thead>
<tr>
<th>Criteria One: Service Delivery</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Service Standard</strong></td>
<td>Community Pharmacy contractors will provide the service in line with the required protocol standards (Appendix B section 2,3,4,5,6,7,8)</td>
</tr>
<tr>
<td></td>
<td>Pharmacies participating in the service will provide potential clients with convenient, drop-in access to a pregnancy testing and support service corresponding to the pharmacy opening hours. The target age is between 14 and 18 years. Clients of 13 years will be signposted to other provider services where appropriate. The service will be provided by accredited staff members who have successfully completed the training required by the TPPS.</td>
</tr>
<tr>
<td>Pharmacy ability/plan to meet criteria</td>
<td>Please describe how you will prepare to meet the above criteria in preparation for a start date of August 2008.</td>
</tr>
<tr>
<td><strong>2. Service Standard</strong></td>
<td>Promotional material issued by the TPPS should be clearly displayed to raise awareness of the pregnancy testing service for young people.</td>
</tr>
<tr>
<td>Pharmacy ability/plan to meet criteria</td>
<td>Please specify how promotional material is to be displayed.</td>
</tr>
<tr>
<td><strong>3. Service Standard</strong></td>
<td>On the occasions that an accredited staff member is not available in the pharmacy the client should be signposted to an alternative supplier and details recorded on the signposting report (Appendix C)</td>
</tr>
<tr>
<td>Pharmacy ability/plan to meet criteria</td>
<td>Please specify how disruption of service will be managed</td>
</tr>
<tr>
<td>Criteria Two: Data Collection</td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>4. Service Standard</strong></td>
<td></td>
</tr>
<tr>
<td>Appropriate records will be maintained to ensure effective ongoing service delivery and audit. Records will be confidential and should be stored securely and for a length of time in line with local NHS record retention policies.</td>
<td></td>
</tr>
<tr>
<td>Pharmacy ability/plan to meet criteria</td>
<td></td>
</tr>
<tr>
<td><em>Describe how data and records will be maintained under the requirements of information governance.</em></td>
<td></td>
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<tr>
<th>Criteria Three: Staffing</th>
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<tbody>
<tr>
<td><strong>5. Service criteria</strong></td>
</tr>
<tr>
<td>The pharmacy contractor has a duty to ensure that all staff involved in the provision of the service have relevant knowledge and are appropriately trained in the operation of the service, including sensitive, client-centred communication skills.</td>
</tr>
<tr>
<td>Pharmacy ability/plan to meet criteria</td>
</tr>
<tr>
<td><em>Please list all staff to be accredited to provide the service and give dates of training planned or undertaken together with means of ensuring skills are kept up to date.</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Criteria Four: Review/Audit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>6. Service Standard</strong></td>
</tr>
<tr>
<td>The service provider must participate in an end of year service review as requested by the PCT / teenage Pregnancy Prevention Service.</td>
</tr>
<tr>
<td>Pharmacy ability/plan to meet criteria</td>
</tr>
<tr>
<td><em>Please supply the name and contact details of the member of staff designated to assist in any future service review.</em></td>
</tr>
</tbody>
</table>
**Declaration**

I declare that all information submitted in this self-assessment is true and accurate to the best of my knowledge.

**Designated pharmacist:**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Name &amp; job title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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</table>

**Or Designated Clinical Governance Lead:**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Name &amp; job title</th>
<th>Date</th>
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</table>

Countersigned by area manager pharmacist / superintendent etc.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Name &amp; job title</th>
<th>Date</th>
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</tbody>
</table>

**Pharmacy Name:**

**Pharmacy Address:**

**Pharmacy Telephone Number:**

**Pharmacy stamp:**

Please complete and return to
Lesley Cross: Commissioning Manager for North Tees Primary Care Trust:
Based at
Middlesbrough PCT
Unit 16 Riverside House
Highforce Road
Middlesbrough
TS17 6BL

**For PCT USE**

Approved by (signature):………………………………………………………… Date:………………………………………

Name:…………………………………………………………………………………
Stockton-On-Tees Teenage Pregnancy Partnership

Protocol for Pregnancy Testing in Non-Clinical Setting

Section 1: Aims of Pregnancy Testing Service

Section 2: Delivery Standards for Pregnancy Testing

Section 3: Guidelines for Pregnancy Testing in Non-Clinical Settings

Section 4: Guidelines for the Administration of a Pregnancy Testing Site

Section 5: Good Practice Confidentiality Statement

Section 6: Pregnancy Testing Procedure

Appendix A: Pregnancy Testing Client Record Form

Section 7: Pregnancy Testing Procedure Flowchart

Section 8: Disposal of Clinical Waste

Section 1:

Aims of Pregnancy Testing Service

1) To provide sexual health and relationship advice, information and support, in accordance with the Fraser guidelines;

2) To provide an accessible service which will enable young people to confirm a pregnancy at an early stage or when they first suspect they may be pregnant;

2) To reduce the associated barriers of embarrassment and financial cost to accessing pregnancy testing services;

3) To signpost young people to an appropriate service to discuss options;

4) To link young people into mainstream services.
Section 2:

Delivery Standards for Pregnancy Testing Service in Non-Clinical Settings for Young People Aged 14 years +

Pregnancy Testing sites should ensure that:

- Only female staff are able to deliver the Pregnancy Testing Service;
- All staff involved in the delivery of the Pregnancy Testing Service complete the minimum training which is one full day (Please note: Staff must also be trained to deliver the C-Card scheme);
- All staff work to the Pregnancy Testing in Non-Clinical settings protocol and guidelines;
- All Pregnancy Testing paperwork is stored in a locked cabinet;
- All services are delivered within a confidential space;
- All young people are made aware of the site’s confidentiality policy at the beginning of each consultation (an example of a good practice confidentiality statement is included within this document);
- Access to a phone is available at each site;
- Each site has carried out a risk assessment of the environment in which the service is offered, taking into consideration the specific requirements of the Pregnancy Testing Service (e.g. confidential space, safe storage for equipment, access to a toilet etc);
- Staff are aware of options counselling and understand the referral pathway for Brook Services (Tel: 535300);
- Staff are aware of the Teenage Pregnancy Support Service and understand the referral pathway (Tel: 527232);
- Staff are aware of the possible need for emergency contraception and how to direct young people to this service;
- Staff are aware of sexually transmitted infections and understand the referral pathway;
- Staff are aware of the Chlamydia Screening Programme and be able to distribute postal test packs if required;
- Staff are aware of long acting reversible methods of Contraception (i.e. Implanon, Depo Provera);
- Staff have completed basic safeguarding training and be aware of their organisation’s child protection policy;
- The minimum data collected is as per the Pregnancy Testing Client Record Form (see page 9 and 10);
- A quarterly monitoring form is completed and returned to the Teenage Pregnancy Prevention Service.
Stockton-On-Tees Teenage Pregnancy Prevention Service will:

- Provide a Sexual Health and Relationship Policy for an Out of School setting, which will be updated on an annual basis;
- Provide each site with pregnancy testing kits, plastic cups and disposable gloves. It is the responsibility of the site to request replacement stock as and when required;
- Provide each site with a range of publicity material, including posters, door stickers and leaflets. It is the responsibility of the distribution point to request replacement materials as and when required;
- Offer an annual programme of training events and professional updates;
- Offer on-going advice and support to all staff involved in the delivery of the Pregnancy Testing Service;
- Audit each site on an annual basis;
- Review the Pregnancy Testing in Non-Clinical Settings protocol and guidance annually.

Section 3:
Guidelines for Pregnancy Testing in Non-Clinical Settings

It is important that each Pregnancy Testing site works in a similar way so that young people accessing the service are getting accurate and consistent information. Young people will also know that they can expect a similar level of service at whichever site they choose to access.

The following guidelines must be used when delivering the Pregnancy Testing Service:

- Pregnancy Tests may only be carried out by female staff who have attended the one day ‘Pregnancy Testing’ training course and who are also trained to deliver the C-Card scheme. **NB: In a community pharmacy setting, the service remains under the supervision of the pharmacist in charge and may be provided by any member of pharmacy staff accredited by TPPS to provide the service.**
- The Fraser guidelines must be utilised with young people who are under 16 upon each visit.
- The Pregnancy Testing Service is intended for young people aged 14 years and over. However, there may be occasions when under 14’s request to be seen at a site. These young people should be supported to attend Brook Services or a Contraceptive and Sexual Health (CASH) Service Clinic, where they can be seen by a health professional who specialises in this area of work. Staff intending to accompany young people to services should first seek clarity from their organisation.
- **Confidentiality should be maintained with the young person unless there are child protection issues. Staff must follow the child protection guidelines of their own organisation.**
- A record should be kept of all those requesting a pregnancy test. (Please see Client Record Form). These records should be stored for monitoring and evaluation purposes, and are confidential. Organisations should follow their own storage policy for destruction/disposal of notes.
- Pregnancy Testing Kits which have two months or less left on their expiry date should be returned to the Teenage Pregnancy Prevention Service. Replacement kits will then be issued. (Please note: expired pregnancy testing kits are used during training, therefore please do not dispose of them).
Section 4: 
Guidelines for the Administration of a Pregnancy Testing Site

• The site must be registered with the Teenage Pregnancy Prevention Service.

• Pregnancy Testing kits and other stock should be obtained by contacting the Teenage Pregnancy Prevention Service on (01642) 528739.

• Pregnancy Testing kits and other stock will only be supplied to registered sites.

• Advice and support is available from the Teenage Pregnancy Prevention Service on (01642) 527237.

• Each site will provide information as requested by the Teenage Pregnancy Prevention Service on a quarterly basis.

• Review of sites will be on-going to assess their viability.

Section 5:
Good Practice Confidentiality Statement

It is important that the confidentiality policy of the organisation is explained to the young person at the beginning of the Pregnancy Testing intervention. Below is a confidentiality statement developed by Stockton-On-Tees Teenage Pregnancy Support Service:

‘Our time together is an opportunity for you to share your thoughts and feelings and explore options on issues that are important to you.

Any information that you share will be treat confidentially, however, with your permission we will share information with other agencies to seek the best service for you.

We do collect information (figures not facts!) in order to improve our service.

Confidentiality cannot be given with regards to Child Protection or Risk Assessment. As a duty of care we work in partnership with other agencies to deliver best practice.’
Section 6:

Pregnancy Testing Procedure

1) Take personal details including name, address, contact number, date of birth, date of last menstrual period (if known), date of unprotected sexual intercourse or contraceptive failure (if known), and date of test.

2) Ascertain whether the young person is planning to be pregnant and ask her how she is feeling on a scale of 1 to 10; 1 feeling upset and 10 feeling great.

3) Ascertain if her period is late or if her last period was lighter or shorter than usual — if ‘yes’ then continue.

4) Discuss the available options if test is positive (continuation of pregnancy, termination or adoption).

5) Obtain a small urine sample and perform test, following instructions on the pregnancy testing kit.

6) If the test result is negative, explain to the young person that if their period does not begin within one week they must attend a service to have a repeat pregnancy test and receive further advice. Explore with the young person the reasons for suspected pregnancy and offer information on Sexually Transmitted Infections, referring to CASH/GUM if appropriate. Discuss with the young person their future contraceptive needs and signpost to Brook/CASH, and register on C-Card Scheme if required.

7) If the test result is positive:
   - If happy with result signpost to services i.e. Midwife, Teenage Pregnancy Support Service

8) If the young person is unsure about continuing with the pregnancy, allow her to explore her thoughts and feelings. Discuss all options and signpost to a service such as Brook or the Teenage Pregnancy Support Service for more in-depth, specialised work.

9) If the test result is uncertain, encourage the young person to return for a further appointment.

10) Ask the young person what they are thinking and how they are feeling post test on a scale of one to ten (as before).

11) If the worker is concerned about the safety and well-being of the young person, appropriate support should be sought immediately, in consultation with the child protection lead within the employing organisation.

   Emergency Duty Team: 527764
Pregnancy Testing Client Record Form

Personal Details:

Date: ______________________

First Name: _____________________ Surname: _____________________

Address: ______________________________________________________

Tel No: ___________________ Date of Birth: _______________ Age: ____

GP (if known): ______________________ Ethnicity: ______________

Date of 1st day of Last Menstrual Period (if known): ___________________

Fraser Guidelines Required?   Yes  No
(If yes, complete form overleaf)

Pre-Test:

Pre-Test Scaling (1 feeling upset to 10 feeling great): ______

Comments: ____________________________________________________

_________________________________________________________________

Options:  Continuation of Pregnancy
          Termination

Test Result: ___________________________________________________

Post-Test:

Post-test Scaling (1 to 10): ______

Comments: ____________________________________________________

_________________________________________________________________

Referral:

Brook

Teenage Pregnancy Support Service

Contraceptive and Sexual Health Service
Fraser Guidelines for Under 16’s

The following form must be completed when dealing with young people aged under 16 years, or where age is uncertain.

The young person signing this form must be able to understand the advice given and have sufficient maturity to understand all implications *

The young person cannot be persuaded to inform his / her parent / carer that advice on contraception / termination of pregnancy has been sought

The young person is very likely to have sexual intercourse with or without contraceptive advice or treatment

The young person’s mental or physical health or both might suffer unless he / she receives contraceptive advice / treatment

It is in the young person’s best interest to receive the advice or treatment even without parental / carer consent

Is the worker satisfied that these guidelines are being met?

*Staff must work within these guidelines to ensure that the young person is able to understand the contraceptive choices available and their consequences. This includes the implications and risks of sexual relationships.

Signature of Worker: ………………………………………………………………………

Print Name: ………………………………………………………………………

Date: …………………………………………………………………………………

I understand that information about me will be stored in accordance with the Data Protection Act 1989

Signature of Young Person: ……………………………………………………………

Print Name: ……………………………………………………………………………

Date: …………………………………………………………………………………
Section 7:

Pregnancy Testing Procedure Flowchart

Request for Pregnancy Test

Ascertain whether the young person is planning to be pregnant using a scale of 1-10

Is period late, or lighter or shorter than usual?

- **YES**
  - Explore Issues (Menstrual cycle, contraception failed).
  - Discuss Option (delay, SHR, Contraceptive Advice).
  - Perform Test

- **NO**
  - Explore Issues (Unprotected sex, contraception failed).
  - Discuss Option (delay, SHR, Contraceptive Advice).

**Within last 72 hours since last unprotected sex** - Refer for EHC* (Pharmacy, GP, CASH*) and register for C-Card

**72 hours – 5 days since last unprotected sex** – Refer to Brook/CASH or GP to discuss options for Emergency Contraception and register for C-Card

**Over 5 days since last unprotected sex** - Register on C-Card and arrange future appointment

Positive

Negative

- **Refer to Brook/TPSS**
  - Ask the young person how they are feeling on a scale of 1-10

- **Register for C-Card.**
  - Brook/CASH* Info
  - Discuss Risk Taking Behaviour

- **Register for C-Card.**
  - Ask the young person how they are feeling on a scale of 1-10
Section 8:

Disposal of Clinical Waste

In 1999, the Health and Safety Committee devised guidelines on the ‘Safe Disposal of Clinical Waste’. Within this document, they categorised waste into groups.

The type of waste produced from pregnancy testing kits (i.e. Plastic disposable cups which have contained urine, the testing kit, gloves and paper tissues) does not strictly constitute as clinical waste.

Advice from North Tees Primary Care Trust Infection Control Department states that it would be acceptable for the waste produced to be double bagged and disposed of in normal black household waste bags.

Contact: Bev Riley
Lead Nurse, Infection Control
North Tees Primary Care Trust
Tel: 01642 352297
### Signposting record sheet

*To be completed each time a young person is signposted to an alternative provider of C card scheme*

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Age</th>
<th>Ethnic Origin</th>
<th>Male / Female</th>
<th>Signposted</th>
<th>Reason for signposting</th>
<th>Signposted to Give details</th>
<th>Workers Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Example</strong></td>
<td>12/2/08</td>
<td>15</td>
<td>White British</td>
<td>Female</td>
<td>Yes</td>
<td>No accredited staff available</td>
<td>Referred to Young People’s Clinic for Long Lasting Contraception</td>
<td></td>
</tr>
</tbody>
</table>


## Appendix D
Community Pharmacy Pregnancy Testing and Support Service (PTSS) – Claim for setting up Costs

<table>
<thead>
<tr>
<th>Pharmacy Name:</th>
<th>Pharmacy Stamp</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pharmacy Address:</td>
<td></td>
</tr>
<tr>
<td>Pharmacy Telephone Number:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Claim: Setting up</th>
<th>TPPS approval</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self assessment submitted</td>
<td>Approved by Signature:</td>
<td>= £500.00 (inc. VAT)</td>
</tr>
<tr>
<td>Self assessment approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff training completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Premises accredited</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storage approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pregnancy tests available</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Literature available</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify that the pharmacy is fully accredited and in a position to commence the Pregnancy Testing and Support Service (PTSS). I am claiming the one of payment of **£500.00 (fully inclusive of VAT)** to cover the setting up costs associated with the service.

Signed …………………………………

Name (print)………………………………

Designation…………………………

Date……………………………………..

Please complete and return this form to: Sexual Health Co-ordinator, NTPCT
Public Health Department .Newtown Resource Centre Durham road Stockton on Tees

FOR /PCT use only Claim checked and authorised by

Signature Name Date
Appendix E
Community Pharmacy Pregnancy Testing and Support Service (PTS) ~ Monthly Invoice

Month claimed for ..................................... Year:.................................

Pharmacy Name: .................................................................

Pharmacy Address: ...........................................................

Pharmacy Telephone Number: ..............................................

<table>
<thead>
<tr>
<th>Total claim</th>
<th>Quantity</th>
<th>Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Retainer fee £</td>
<td></td>
<td>£12.50</td>
<td></td>
</tr>
<tr>
<td>(fully inclusive of VAT)</td>
<td></td>
<td>(inc VAT)</td>
<td></td>
</tr>
<tr>
<td>Total number of pregnancy test and</td>
<td></td>
<td>@ £11.75</td>
<td></td>
</tr>
<tr>
<td>support sessions ( fully inclusive of VAT)</td>
<td></td>
<td>(inc VAT)</td>
<td></td>
</tr>
</tbody>
</table>

Total costs for month

Please complete and return this form to: Sexual Health co-ordinator, NTPCT
Public Health Department .Newtown Resource Centre Durham road Stockton on Tees

I certify that this pharmacy is have provided Pregnancy Testing and Support Services (PTSS) for the number of times stated and that this can be confirmed by entries in monitoring forms.

Invoice total -------------------------------(inc VAT)
Signed ......................................................
Name (print)..................................................
Designation..............................................
Date.........................................................

North Tees Primary Care Trust

FOR PCT USE ONLY: Claim checked and authorised by

Signature  Name  Date
Appendix F: Contact details (to follow)