

## APPLICATION TO AMEND CORE HOURS

Name of Primary Care Trust	
Name of pharmacy contractor	
Address of premises to which this return applies	
Address for correspondence (if different)	

### Current and Proposed Core hours

Day	Current			Proposed		
	Open from	To	Lunchtime	Open from	To	Lunchtime
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Date this change is to take effect	
Amendment for this week only (tick) <sup>i</sup>	
Amendment to be permanent from this week (tick) <sup>ii</sup>	

### Justification for Application to Proposed Change to Contractual Hours<sup>iii</sup>:

### Proposed Change to Contractual Hours<sup>iv</sup>:

I / we apply to make the proposed change to the contractual hours of the pharmacy

Signed		Date	
Contact for queries relating to this form		Telephone number	

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<sup>i</sup> This field of the Application Form is to apply to change core contractual hours on a single occasion only. The individual pharmacy contractor concerned will revert to their original contractual hours as previously agreed with their PCT immediately after close of business on the date specified e.g. from the following day. A contractor must make a separate application to the PCT for every single date upon which they propose to change their core contractual hours commitment.

<sup>ii</sup> This field of the Application Form is to apply for a permanent change to core contractual hours from the date specified and so onwards.

<sup>iii</sup> PSNC would recommend that the pharmacy contractor provides a comprehensive summary of the justification for this change to contractual hours, including providing evidence of changes to pharmaceutical needs so that when the PCT considers the submitted application, it does so in the complete knowledge of the individual pharmacy contractor's position and the circumstances which have precipitated this request. This may, for example, describe changes to the patterns of patients presenting prescriptions, or refer to the opening hours of surgeries or other pharmacies to ensure the PCT is aware of the access of patients to pharmaceutical services.

The PCT should consider all applications for proposed changes to core contractual hours within 60 days. The PCT assessment of an application will take into consideration current pharmaceutical service needs and so the information you provide will support your proposal and may aid the PCT to grant your application more readily.

PSNC would like to remind pharmacy contractors that they must apply at least 90 days in advance to the PCT of the date of the proposed change to core contractual hours.

<sup>iv</sup> PSNC would also advise all pharmacy contractors wishing to notify the PCT of proposed changes to supplementary hours (alongside an application to proposed changes to core contractual hours), that they complete the Notification to amend Supplementary Hours Form.