

Completed Example Brief

APPLICATION / NOTIFICATION TO AMEND HOURS

Mr. Jones, of Jones Pharmacy, wishes to make changes to hours at his pharmacy located at 59 Buckingham Street. Jones Pharmacy is contracted to Alpha PCT.

Currently, the approved opening hours of this pharmacy on the days on which Mr. Jones wishes to make changes are as follows: -

	Core contractual hours	Supplementary hours
Thursday	9am-5pm	5pm-6pm
Friday	9am-5pm	5pm-6pm
Saturday		9am-5pm

The proposed changes which Mr. Jones wishes to make are: -

- (a) The pharmacy will close at 4.30pm on Friday 24 December
- (b) The pharmacy will close on Christmas Day – Saturday 25 December
- (c) The pharmacy will close on New Years Day Saturday 1 January 2011

So, in order to fulfil contractual obligations to provide a return to Alpha PCT regarding any changes to approved hours, Mr. Jones of Jones Pharmacy will need to complete the following forms: -

- (a) **Application To Amend Core Hours Form** – for the proposed closure of the pharmacy at 4.30pm on Friday 24 December (e.g. for the 30 minute period between 4.30pm-5pm); and
Notification to Amend Supplementary Hours Form for Friday 24 December 5pm-6pm.
- (b) **BH2009 Form** - As Christmas Day is stated in the Regulations, pharmacies are not required to open on this day in order to meet the requirement to open for 40 hours/100 hours per week. Pharmacy Contractors, however, are encouraged to notify the PCT at to their opening intentions.
- (c) **Notification to Amend Supplementary Hours Form** for Saturday 1 January 2011 as all the hours affected (e.g. 9am-5pm) are supplementary hours.

APPLICATION TO AMEND CORE HOURS

Name of Primary Care Trust	Alpha PCT
Name of pharmacy contractor	Mr. Jones
Address of premises to which this return applies	Jones Pharmacy 59 Buckingham Street Aylesbury, Buckinghamshire, HP20 2PJ
Address for correspondence (if different)	(same as above)

Current Core hours

Day	Current			proposed		
Day	Open from	To	Lunchtime	Open from	To	Lunchtime
Monday	9am	5pm		9am	5pm	
Tuesday	9am	5pm		9am	5pm	
Wednesday	9am	5pm		9am	5pm	
Thursday	9am	5pm		9am	5.30pm	
Friday	9am	5pm		9am	4.30pm	
Saturday						
Sunday						

Date this change is to take effect	23/24.12.10
Amendment for this week only (tick)	✓
Amendment to be permanent from this week (tick)	

Justification for Application to Proposed Change to Contractual Hours:

On Friday 24 December, Christmas Eve, the pharmacy wishes to close at 4.30pm to allow staff to go home in order to prepare for the forthcoming holiday season.

Previous year's opening of this pharmacy during those hours have shown no customer demand for pharmaceutical services after 3pm. Most patients use the two surgeries about 300m either side of the pharmacy. Both surgeries have confirmed they will be closing at lunchtime on 24th, so no prescriptions expected to be issued. Buckingham Street is not a primary shopping area and most pharmaceutical services are generated by the local surgeries rather than 'retail' customers. Since 2005 when hours of opening for the pharmacy were set, a 100 hour pharmacy has opened adjacent to one of the local surgeries, so demand for pharmaceutical services has diminished – and because there is experience of previous years, showing most customers shop in the town centre on Christmas eve rather than this part of Buckingham Street, there is unlikely to be any demand for pharmaceutical services.

Local 100 hour pharmacy, which is located 350 metres away, has confirmed it will be open until 7pm in case there is an unanticipated demand for services.

Half hour to be transferred to previous day

Proposed Change to Contractual Hours:

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

Signed	Mr. Jones	Date	16.02.2010
Contact for queries relating to this form	Mr. Jones	Telephone number	(xxxxx) xxxxxx

NOTIFICATION TO AMEND SUPPLEMENTARY HOURS

Name of Primary Care Trust	Alpha PCT
Name of pharmacy contractor	Mr. Jones
Address of premises to which this return applies	Jones Pharmacy 59 Buckingham Street Aylesbury, Buckinghamshire, HP20 2PJ
Address for correspondence (if different)	(same as above)

Current Supplementary hours

Day	Open from	To	Lunchtime
Monday			
Tuesday			
Wednesday	5pm	6pm	
Thursday	5pm	6pm	
Friday	5pm	6pm	
Saturday	9am	5pm	
Sunday			

Notified¹ amendment to Supplementary hours

Day	Open from	To	Lunchtime
Monday			
Tuesday			
Wednesday			
Thursday 23 December	5.30pm	6pm	
Friday 24 December	None	None	
Saturday	None	None	
Sunday			

Date this change is to take effect	23/24.12.2010
Amendment for this week only (tick)	√
Amendment to be permanent from this week (tick)	

Proposed Change to Supplementary Hours:

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

Signed	Mr. Jones	Date	16.02.10
Contact for queries relating to this form	Mr. Jones	Telephone number	(xxxxxx) xxxxxx

PHARMACY CONTRACTOR BANK HOLIDAY OPENING

Notification Form 2010

Name of Primary Care Trust	Alpha PCT
Name of pharmacy contractor	Mr. Jones
Address of premises to which this return applies	Jones Pharmacy 59 Buckingham Street, Aylesbury, Buckinghamshire, HP20 2PJ
Address for correspondence (if different)	(same as above)

Proposed Bank Holiday Opening:

		Closed	Open From	Open To	Lunchtime
Good Friday	Friday 2 April		9am	6pm	
Easter Sunday	Sunday 4 April	Closed			
Easter Monday	Monday 5 April	Closed			
Early May Bank Holiday	Monday 3 May	Closed			
Spring Bank Holiday	Monday 31 May	Closed			
Summer Bank Holiday	Monday 30 August	Closed			
Christmas Day	Saturday 25 December	Closed			
Boxing Day ^(*)	Sunday 26 December	Closed			
Christmas Day substitute	Monday 27 December	Closed			
Boxing Day substitute	Tuesday 28 December	Closed			

I / we confirm the pharmacy hours during the bank holidays will be as stated above.

Signed	Mr. Jones	Date	16.02.10
Contact for queries relating to this form	Mr. Jones	Telephone number	(xxxxxx) xxxxxx

NOTIFICATION TO AMEND SUPPLEMENTARY HOURS

Name of Primary Care Trust	Alpha PCT
Name of pharmacy contractor	Mr. Jones
Address of premises to which this return applies	Jones Pharmacy 59 Buckingham Street Aylesbury, Buckinghamshire, HP20 2PJ
Address for correspondence (if different)	(same as above)

Current Supplementary hours

Day	Open from	To	Lunchtime
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday	9am	5pm	
Sunday			

Notified¹ amendment to Supplementary hours

Day	Open from	To	Lunchtime
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday 1 January 2011	CLOSED	CLOSED	
Sunday			

Date this change is to take effect	1.1.2011
Amendment for this week only (tick)	✓
Amendment to be permanent from this week (tick)	

Proposed Change to Supplementary Hours:

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

Signed	Mr. Jones	Date	16.02.10
Contact for queries relating to this form	Mr. Jones	Telephone number	(xxxxx) xxxxxx