

Enhanced Service Specification

**Meningococcal (MenC) freshers vaccination
programme**



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Description	This Enhanced Service (ES) specification outlines more specialised services to be provided. The specification of this service is designed to cover the enhanced aspects of clinical care, all of which are beyond the scope of essential services. No part of the specification by commission, omission or implication defines or redefines essential or additional services.
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Document Status

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Meningococcal (MenC) freshers vaccination programme

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1 Introduction

- 1.1 All GMS practices are expected to provide essential and those additional services they are contracted to provide to all their patients. This Enhanced Service (ES) specification outlines more specialised services to be provided. The specification of this service is designed to cover the enhanced aspects of clinical care, all of which are beyond the scope of essential services. No part of the specification by commission, omission or implication defines or redefines essential or additional services.
- 1.2 This ES is directed at GP practices¹ delivering vaccination and immunisation services in England.
- 1.3 This ES is agreed between NHS Employers (on behalf of NHS England²) and the General Practitioners Committee (GPC) of the British Medical Association (BMA).

2 Background

- 2.1 A temporary meningococcal (MenC) freshers vaccination programme is being introduced further to the advice of the Joint Committee on Vaccination and Immunisation (JCVI), to protect students attending university for the first time, who are at increased risk of contracting MenC disease because the disease can spread quickly where people live close to each other, e.g. in university halls of residence or shared accommodation.
- 2.2 NeisVac C manufactured by Baxter will be centrally supplied through ImmForm for use in this temporary ES, Menjugate and Meningitec are also acceptable vaccines.
- 2.3 Further details on the background, dosage, timings and administration of the vaccination can be found in the Green Book³ and supporting guidance⁴.

¹ Reference to 'GP practice' in this specification refers to a provider of essential primary medical services to a registered list of patients under a General Medical Services, Personal Medical Services or Alternative Provider Medical Services contract.

² From 1 April 2013 the NHS Commissioning Board (NHS CB) is the body legally responsible for the commissioning of primary care in England. However, the NHS CB operates under the name NHS England, therefore the name NHS England is used throughout this Specification.

³ DH. Green Book. <https://www.gov.uk/government/collections/immunisation-against-infectious-disease-the-green-book>

⁴ NHS Employers. Vaccination and immunisation programmes 2014/15 guidance and audit requirements. www.nhsemployers.org/gms2014-15

3 Aims

3.1 The aim of this ES is to support NHS England area teams in establishing MenC freshers vaccination services with GP practices in order to prevent cases of the disease and deaths in freshers attending university for the first time.

4 Process

4.1 This ES commences on 1 April 2014 until 31 March 2015.

4.2 NHS England area teams will offer this ES to GP practices.

4.3 NHS England area teams will seek to invite and sign up GP practices to participate in this ES.

4.4 NHS England will record GP practices' participation on the Calculating Quality Reporting Service (CQRS).

5 Service specification

5.1 The requirements for GP practices participating in the ES are as follows:

5.2 Provide MenC vaccination to eligible students on an opportunistic basis or who self-present (further to receiving notification via UCAS that they should obtain MenC vaccination) at the GP practice from 1 April 2014 to 31 March 2015; unless immunisation is contra-indicated.

- a. Eligible patients are those who:
 - i. are attending university/further education⁵ for the first time,
 - ii. are aged from 17 to 25 inclusive at any time during the period 1 April 2014 to 31 March 2015; and
 - iii. have not previously had any MenC vaccination since aged ten.
- b. Immunisation is contra-indicated where the patient has previously had a confirmed anaphylactic reaction to a previous dose of the vaccine, or to any component of the vaccine.
- c. There is no requirement for practices to operate active call and recall, but instead offer vaccination to eligible patients when they self-present or opportunistically as they access GP services.

⁵ UCAS manages applications for 37,000 courses at 370 providers including universities, colleges or conservatoires. A leaflet notifying students applying for relevant courses will be sent to students by UCAS during the application cycle.

- 5.3 Take all reasonable steps to ensure that the medical records of patients receiving the MenC immunisation are kept up to date with regard to the immunisation status** and in particular, include:
- a. any refusal of an offer of immunisation.
 - b. where an offer of immunisation was accepted and:
 - iv. details of the consent to the immunisation (including persons that have consented on the patient's behalf and that person's relationship to the patient must also be recorded),
 - v. the batch number, expiry date and title of the vaccine,
 - vi. the date of administration,
 - vii. where two vaccines are administered in close succession the route of administration and the injection site of each vaccine,
 - viii. any contra-indication to the vaccination or immunisation,
 - ix. any adverse reactions to the vaccination or immunisation.
- 5.4 Ensure that all healthcare professionals who are involved in administering the vaccine have:**
- a. referred to the clinical guidance available.
 - b. the necessary experience, skills and training, including training with regard to the recognition and initial treatment of anaphylaxis.
- 5.5 Ensure that all vaccine ordering is conducted in line with national guidance**, including adherence to any limits on stocks to be held at any one time. NeisVac C manufactured by Baxter will be supplied centrally, ordered from ImmForm as per other centrally supplied vaccines.
- 5.6 Ensure that all vaccines are stored in accordance with the manufacturer's instructions** and that all refrigerators in which vaccines are stored have a maximum/minimum thermometer and that the readings are taken and recorded from that thermometer on all working days.
- 5.7 Services will be accessible, appropriate and sensitive to the needs of all service users.** No eligible patient shall be excluded or experience particular difficulty in accessing and effectively using this ES due to their race, gender, disability, sexual orientation, religion and/or age.
- 5.8 Providers will monitor and report activity information via ImmForm on a monthly basis. The activity information shall include a monthly count of all eligible patients who received MenC vaccination in the relevant month.**

- 5.9 **Practices who agree to participate in this ES will be required to indicate acceptance on CQRS to enable CQRS to calculate the monthly payment achievement data via manually entered data.**
- 5.10 **Practices will be required to input data manually into CQRS, on a monthly basis for the financial year 2014/2015.** The Read codes which must be used to record activity are available in the document “Technical requirements for 2014/15 GMS contract changes”⁶.

6 Monitoring

- 6.1 NHS England through area teams will monitor services under this ES.
- 6.2 This ES is not supported by GPES.

7 Payment and validation

- 7.1 Payments will commence in July 2014. The first payment will include payment for April, May and June. Provided that the GP practice has manually entered achievement for the periods April, May and June in June, the first payment processed will include payment for April, May and June. Thereafter payments under this ES will be on a monthly basis.
- 7.2 Practices who wish to participate in this ES will be required to sign up to CQRS.
- 7.3 Payment is available to participating GP practices under this ES in 2014/15 as an item of service payment of £7.64 per dose which is:
 - a. delivered in the period from 1 April 2014 – 31 March 2015,
 - b. in respect of each registered patient who is attending university/further education for the first time and is aged from 17 to 25 inclusive at any point during the financial year (1 April until 31 March 2015); and
 - c. has not previously had any MenC vaccination since aged 10.
- 7.4 GP practices will only be eligible for payment for this ES in circumstances where all of the following requirements have been met:
 - a. The GP practice is contracted to provide vaccine and immunisations as part of additional services.

⁶ NHS Employers. Technical requirements for 2014/15 GMS contract changes.
www.nhsemployers.org/gms2014/15

- b. All patients in respect of whom payments are being claimed were on the GP practices registered list at the time the vaccine was administered and all of the following apply:
 - i. The GP practice administered the vaccine to all patients in respect of whom the payment is being claimed.
 - ii. All patients in respect of whom payment is being claimed were within the cohort (as specified at paragraph 12.i.a) at the time the vaccine was administered.
 - iii. The GP practice did not receive any payment from any other source in respect of the vaccine (should this be the case, then NHS England may reclaim any payments as set out in the annex).
 - iv. The GP practice submits the claim within six months⁷ of administering the vaccine (NHS England may set aside this requirement if it considers it reasonable to do so).

7.5 As the vaccine is centrally supplied, no claim for reimbursement of vaccine costs or personal administration fee apply.

7.6 NHS England area teams will be responsible for post payment verification. This may include auditing claims of practices to ensure that they meet the requirements of this ES.

7.7 Administrative provisions relating to payments under this ES are set out in the Annex.

⁷ In line with the SFE and only applicable if CQRS is not being used.
<http://www.nhsemployers.org/GMS2014-15>

Annex. Administrative provisions relating to payments under the ES for MenC freshers vaccination programme

1. Payments under this ES are to be treated for accounting and superannuation purposes as gross income of the GP practice in the financial year.
2. The amount calculated as payment in the period 1 April 2014 to 31 March 2015 falls due from July on the last day of the month following the month during which the GP practice provides the information specified in this ES.
3. Payment under this ES, or any part thereof, will be made only if the GP practice satisfies the following conditions:
 - a. the GP practice must make available to NHS England any information under this ES, which NHS England needs and the GP practice either has or could be reasonably expected to obtain,
 - b. the GP practice must make any returns required of it (whether computerised or otherwise) to the Exeter Registration System or CQRS, and do so promptly and fully; and,
 - c. all information supplied pursuant to or in accordance with this paragraph must be accurate.
4. If the GP practice does not satisfy any of the above conditions, NHS England may, in appropriate circumstances, withhold payment of any, or any part of, an amount due under this ES that is otherwise payable.
5. If NHS England makes a payment to a GP practice under this ES and:
 - a. the contractor was not entitled to receive all or part thereof, whether because it did not meet the entitlement conditions for the payment or because the payment was calculated incorrectly (including where a payment on account overestimates the amount that is to fall due);
 - b. NHS England was entitled to withhold all or part of the payment because of a breach of a condition attached to the payment, but is unable to do so because the money has already been paid; or
 - c. NHS England is entitled to repayment of all or part of the money paid,

NHS England may recover the money paid by deducting an equivalent amount from any payment payable to the GP practice, and where no such deduction can be made, it is a condition of the payments made under this ES that the contractor must pay to NHS England that equivalent amount.

6. Where the NHS England is entitled under this ES to withhold all or part of a payment because of a breach of a payment condition, and NHS England does so or recovers the money by deducting an equivalent amount from another payment in accordance with paragraph 5, it may, where it sees fit to do so, reimburse the contractor the amount withheld or recovered, if the breach is cured.

Provisions relating to GP practices that terminate or withdraw from this ES prior to 31 March 2015 (subject to the provisions below for termination attributable to a GP practice split or merger)

7. Where a GP practice has entered into this ES but its primary medical care contract subsequently terminates or the GP practice withdraws from the ES prior to 31 March 2015, the GP practice is entitled to a payment in respect of its participation if such a payment has not already been made, calculated in accordance with the provisions set out below. Any payment calculated will fall due on the last day of the month following the month during which the GP practice provides the information required.
8. In order to qualify for payment in respect of participation under this ES, the GP practice must provide NHS England with the information in this ES specification or as agreed with area teams before payment will be made. This information should be provided in writing, within 28 days following the termination of the contract or the withdrawal from the ES agreement.
9. The payment due to GP practices that terminate or withdraw from the ES agreement prior to 31 March 2015 will be based on the number of vaccinations given, prior to the termination or withdrawal.

Provisions relating to GP practices who merge or split

10. Where two or more GP practices merge or are formed following a contractual split of a single GP practice and as a result the registered population is combined or divided between new GP practice(s), the new GP practice(s) may enter into a new agreement to provide this ES.
11. The ES agreements of the GP practices that formed following a contractual merger, or the GP practice prior to contractual split, will be treated as having terminated and the entitlement of those GP practice(s) to any payment will be assessed on the basis of the provisions of paragraph 7 of this annex.
12. The entitlement to any payment(s) of the GP practice(s), formed following a contractual merger or split, entering into the agreement for this ES, will be assessed and any new arrangements that may be agreed in writing with NHS England, will commence at the time the GP practice(s) starts to provide such arrangements.
13. Where that agreement is entered into and the arrangements commence within 28 days of the new GP practice(s) being formed, the new arrangements are deemed to have commenced on the date of the new GP practice(s) being formed.

Payment will be assessed in line with this ES specification as of this commencement date.

Provisions relating to non-standard splits and mergers

14. Where the GP practice participating in the ES is subject to a split or a merger and:

- a. the application of the provisions set out above in respect of splits or mergers would, in the reasonable opinion of NHS England, lead to an inequitable result; or,
- b. the circumstances of the split or merger are such that the provisions set out in this section cannot be applied,

NHS England may, in consultation with the GP practice or GP practices concerned, agree to such payments as in NHS England's opinion are reasonable in all circumstances.