Public Health  
Westfields  
Middlewich Rd  
Sandbach  
Cheshire  
CW11 1HZ

12 September 2017

Dear Pharmacist,

**CHESHIRE EAST COUNCIL - EMPLOYEE COMMUNITY PHARMACY FLU VACCINATION SERVICE**

Each year Cheshire East Council offers certain employees a free flu vaccination. In previous years employees have received this via a pre-paid voucher. However, this year Cheshire East Council would like to offer the vaccination through a service provided by the community pharmacies in its area. Some of you may be familiar with a similar service which Cheshire West and Chester Council have commissioned for several years now.

We have worked with Community Pharmacy Cheshire and Wirral (CPCW) in the development of this service and we hope you will support it. A contract and service level agreement giving more information has been attached with this letter. However, some key details of note are:

* This service will be commissioned from 1st October through to 28th February 2018.
* You will need to be trained to vaccinate patients and have your own private Patient Group Direction (PGD) for flu vaccination.
* The paperwork and invoice process will be on PharmOutcomes.
* The fee for the services is £12.50.
* The Council employee will come to the pharmacy with a council flu voucher, that has a voucher code for their department/ team and their council identity badge and/or letter. You will need to record the voucher code on the PharmOutcomes template.
* All final invoices must be submitted for payment, through PharmOutcomes by 14th March 2018.

If you wish to provide this service, please **complete the application form** in the service level agreement (appendix 1), as well as signing the contract (p5) and inserting the details in relation to your pharmacy on pages 1-2. This should be returned to the Public Health Business Team by 20th September 2017. You can return it by post or email a scanned physically signed copy. Your pharmacy will be put on to a list of those providing the service which will go out to the council employees.

Both Cheshire East Council and CPCW would encourage you to support this service.

Kind regards,

Nik Darwin  
**Commissioning Support Manager, Public Health,   
People’s Directorate, Cheshire East Council**