## Appendix A – PNA Development Project Plan

Project Plan for Croydon 2018 PNA	Jul 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018
Contract commencement date (4 <sup>th</sup> July 2017)									
Kick off meeting with local authority PNA lead  Detailed project plan shared and agreed  Agree accountabilities  Identify and approach potential members for PNA Steering Group  Draft Terms of Reference shared  Communications Plan, including frequency and mechanism for local authority checkpoint meetings  Contacts list developed for key stakeholders  RAG rated Risk and Issues log set up  Agree delegation and briefing updates required for Execs/HWB  Steering Group and Project Governance established  First PNA Steering Group meeting conducted									
<ul> <li>Project plan shared and agreed</li> <li>Communications Plan and Terms of Reference agreed</li> <li>PNA localities agreed</li> <li>Questionnaire templates shared and agreed</li> </ul>									
Stakeholders identified     For dissemination of information     Contact details obtained and initial contact made     Share project plan and brief on what the Pharmacy Needs Assessment is									
Checkpoint web meeting with local authority PNA lead									
Data collection and stakeholder engagement     Distribution of online pharmacy user questionnaire (posters advertising also sent to all pharmacies and GP practices in each borough)     Distribution of online pharmacy contractor questionnaire     Distribution of online commissioner questionnaire									
Checkpoint web meeting with local authority PNA lead									

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Deadline for questionnaires to be completed									
Information collection									
<ul> <li>Receipt and review of planning and strategy documents e.g. JSNA; Housing Strategy; Commissioning Intentions; STP; etc.</li> </ul>									
<ul> <li>List of all providers of pharmaceutical services from NHS England e.g. pharmaceutical contractors, Internet</li> </ul>									
pharmacies etc.									
List of any commissioned services by CCG e.g. minor ailment services, out of hours, local hospitals									
<ul> <li>Information from local authority e.g. demographics, specific health needs, and any commissioned services</li> </ul>			7th						
Second PNA Steering Group meeting to agree and finalise data for Draft PNA			/ui						
Current and future service provision detailing and analysis									
Pharmacies categorised by type (40hr/100hr/internet) – map provided as per Pharmaceutical Regulations									
2013, to include cross-border pharmacies									
Opening times map produced  The selection of the sel									
<ul> <li>Travel access maps: drive times (average, peak, off-peak), walking, public transport – plus population numbers by travel time</li> </ul>									
Demographics analysis (supported by local authority)									
Health and lifestyle analysis (supported by local authority)									
<ul> <li>Planning: Housing developments and new care home developments listed, and analysed for prospective</li> </ul>									
impact on future pharmaceutical needs (supported by local authority)									
Pharmacies who provide advanced services									
Pharmacies who provide enhanced / locally commissioned services									
Pharmacy contractor workshop to develop a vision for the future of community pharmacy in LB Croydon									
Checkpoint web meeting with local authority PNA lead									
Collation and analysis of all information collected									
Triangulate information received from duplicate sources, identifying and resolving any discrepancies and gaps									
(e.g. opening hours' information)									
Comparison with information and recommendations from 2015 PNA									
Review and identify gaps in service, current and future									
Identification of any changes (service provision, current and future needs etc.)									
Identify potential gaps									
Make recommendations									

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Checkpoint web meeting with local authority PNA lead									
Complete the draft assessment, clearly articulating any gaps identified, and propose recommendation     Compile specific consultation questions     Highlight any specific communities and/or providers identified as affected by the analysis of gaps     Third PNA Steering Group meeting: Agree Draft PNA and provide report for December Execs/HWB meeting (if required)					9th				
Consultation period (20 <sup>th</sup> Nov 2017-19 Jan 2018)     Host Draft PNA on council's website (supported by local authority)     Advertise' consultation through existing consultation channels (e.g. communications and engagements leads with CCGs, HealthWatch, Patient Participation Groups etc.)     Send links of Draft PNA to consultees as required by the Pharmaceutical Regulations (listed within the Communications Plan), and any specific individuals, populations and stakeholder groups identified within the stakeholder engagement undertaken in the Summer     Hold direct stakeholder engagement events (face to face meetings, webinars, online surveys etc.) with specific populations/providers identified as potentially affected by the analysis of gaps									
Checkpoint web meetings with local authority PNA lead									
Consultation findings report     Collate, analyse and make recommendations on the consultation responses     Fourth PNA Steering Group: make changes necessary to the draft PNA and agree Final PNA								8th	
Produce final document in pdf format for uploading to council's website Consultation findings report and Final PNA to Execs meeting in Mar 2018 and/or HWB meeting in April 2018 (if required) for approval/for information Send links of Final PNA to consultees as required by the Pharmaceutical Regulations (listed within the Communications Plan), and any specific individuals, populations and stakeholder groups identified within the stakeholder engagement undertaken in the Summer									
Checkpoint web meeting with local authority PNA lead									
PNA published (expected completion date w/c 26 <sup>th</sup> Mar 2018)									