**Obtaining supplies of Levonorgestrel for GP Practices**

**(Note this applies to GP practice supplies only)**

Levonorgestrel 1500microgram tablet supplies for nurses should be obtained from a licensed wholesaler. See procedure below and paperwork on obtaining supplies.

These supplies should only be used for practice nurse supply via this PGD.

**Step 1**

Identify which pharmacy you would like to make the supplies, check that they have a wholesaler dealer’s licence. You should ideally continue to use the same pharmacy on future occasions. If for any reason you need to change your supplier, give your new supplier Form 1.

**Please note that supplies of levonorgestrel will need to be paid for via a private arrangement between the practice and community pharmacy. There will be no reimbursement for this cost.**

**Step 2**

Fill in the name of the base or surgery on the attached letter (Form 1) authorising the supply agreement and give it to the pharmacy.

**Step 3**

Make a copy of Form 2 (“signed order”) then complete the form for the first supply of ten packs and ask the GP at your practice to sign it. Keep blank copies for future orders.

**Step 4**

Ask the pharmacist to supply the required number of packs of Levonorgestrel 1500 microgram tablets. The most cost effective levonorgestrel product should ideally be requested. Emerres (Morningside) currently costs £3.65 or Upostelle (Consilient) currently costs £3.75 compared to Levonelle (Bayer) which costs £5.20.

Note - you should allow the pharmacy at least 24 hours to obtain the supply.

 **Step 5**

Pharmacists will invoice the practice for the cost of the supply.

**Step 6**

Obtain further supplies from the pharmacy as necessary. You must present a completed signed order on each occasion that you request supplies. Adjust stock levels to reflect activity and to anticipate peak demand – around Xmas/New Year?

**Form 1**

Add practice logo

Supplies of Levonorgestrel 1500microgram tablets to Bristol practice nurses issuing EHC by PGD

Dear Colleague,

The nurses at …………………………………………………………………………………….

have nominated your pharmacy to be their supplier for Levonorgestrel 1500 microgram tablets under the levonorgestrel PGD.

Please ensure that you have a wholesale dealer’s licence and that any locum staff and all your pharmacy staff are aware of this arrangement so that there is no interruption to supplies in your absence.

With each supply please invoice the practice directly

Kind regards,

Add Practice address

Add practice logo

##### Form 2

##### Supply of EHC by PGD by Bristol Practice Nurses

##### Signed order for supplies from community pharmacies

Please make copies of this form for future signed orders

*From Dr……………………………..*

*GP Practice stamp*

Tel. No………………………………

**Please supply** ………………….….**packs of Levonorgestrel 1500microgram tablets as any of the following brands: Emerres (Morningside), Upostelle (Consilient) or Levonelle (Bayer)** for use in our practice within the scheme to supply EHC by PGD.

GP signature:

Date:

Position:

*For pharmacy use*