

PrescQIPP stakeholder consultation process

PrescQIPP works collaboratively with its subscribers to decide upon an annual work plan. A wide range of stakeholders are encouraged to register to review work plan items as part of [PrescQIPP's quality assurance process](#). This document outlines what is asked of stakeholders and what PrescQIPP commits to as part of this process.

Your organisation may already have a [registered point of contact with PrescQIPP](#). If your organisation does already have a point of contact, please speak to them before getting in touch as PrescQIPP maintains a single point of contact policy.

	Process	What we ask of you	PrescQIPP's commitment
STEP 1	Stakeholder to complete the current expression of interest form	» To select items of interest that are relevant to your organisation.	» To register your interest on the system and commit to sending updates.
STEP 2	PrescQIPP sends peer review stage update	» To update relevant colleagues within your organisation.	» To include a best estimate of the stakeholder consultation date.*
STEP 3	PrescQIPP sends one week warning	» To confirm if you still wish to review the item by replying to the update.	» To contact secondary contacts within your organisation if an out of office is received.
STEP 4	PrescQIPP sends drafts to confirmed stakeholders	» To complete the response in the two week timeline provided and as outlined in the feedback form.	» To send drafts with a link to the feedback form, clear instructions and deadline.
STEP 5	Stakeholder to complete a consultation response by the deadline	» A commitment to not circulate drafts outside of your organisation.	» To pass all feedback to the author for consideration. » To contact stakeholders for further information if required.
STEP 6	PrescQIPP sends reference copies following publication	» Use of publicly** available resources must comply with the ABPI code of conduct.	» To send a copy of the final published document to all respondents.

*The dates in the work plan are subject to change as many of the projects rely upon external sources, which can often cause delays.

**PrescQIPP resources become available to the whole NHS one year after publication.

Please also note that:

- You are welcome to send information relevant to work plan items at any point up until the stakeholder stage. Email stakeholder@prescqipp.info
- Companies that do not respond to the one week warning update will not be sent drafts.
- Drafts are not to be circulated outside of the stakeholder organisation; they are pre-design and pre-sign-off. The registered point of contact accepts responsibility for ensuring this.
- Published resources will not be updated with prices changes.
- It is the stakeholder organisation's responsibility to inform PrescQIPP of any staff changes.
- PrescQIPP may share stakeholder responses publicly or with relevant third parties as part of the stakeholder consultation process.

Stakeholder consultation feedback form

When the drafts are ready for comment you will be emailed all the relevant information, a link to a submission form and a PDF of the draft(s) for comment.

The primary contact for the organisation must be referenced but the form does provide an opportunity to direct PrescQIPP to the most relevant person in the organisation to contact about your response.

Your position

On the form you will be asked:

- To provide a short summary of your position/whether you support the overall recommendations (or state “no comments”)
- If the content of the resource is factually correct, have we considered all available evidence base? (or state “no comments”)

Feedback on specific points

If you would like to comment on specific points on the draft please add your comments directly to the PDF. You should be able to comment using a freely available PDF reader.

Please ensure that comments are specific and focused on any substantive matters of factual accuracy. Please provide full references and links to any evidence that has not been utilised, where relevant.

It requested that any references are specified as URLs. Attachments can be accepted however these will also need to be provided as URLs.

Please contact stakeholder@prescqipp.info with any queries.