

OPUS Medication Policy & Procedures: Terms & Conditions

I, on behalf of _____ hereafter, the 'Organisation') hereby recognise and agree that:

The Services

- 1) The Organisation has commissioned OPUS Pharmacy Services Limited ('OPUS') to develop and prepare a medication policy and associated procedures on behalf of the Organisation.
- 2) Such document shall comprise of:
 - a. The policy document;
 - b. Associated medication procedures; and
 - c. Appendices

(together, the 'Policy').
- 3) The fee quoted in relation to the preparation of the Policy shall include:
 - a. A full review of any existing medication policy and procedures the Organisation has in place;
 - b. The preparation and development of a draft Policy;
 - c. **Two** iterations of the draft Policy, following comments received from appropriate Management at the Organisation; and
 - d. The provision of a final, signed-off and authorised Policy (the 'Final Policy').
- 4) For the avoidance of doubt, any comments submitted to OPUS on any draft Policy version must be collated into one set of Organisation comments, and in a legible format with a clear indication of what and where the amendments need to be made. Additional work required where comments are received in separate emails or drafts, or where comments are particularly unclear, will be charged at the rates set out in paragraph 5 below.
- 5) Any additional work, including but not limited to drafts, comment review, amendments, phone calls outside what can be reasonably expected etc. outside those referenced at paragraph 3 above will be charged the following hourly rates:

OPUS Staff Position	Rate (exclusive of VAT)
Pharmacist	£50/ hour
Document Production	£25/ hour
Administrative Staff	£15/ hour

- 6) Where the Organisation wishes OPUS to attend meetings to discuss the draft Policy, the following costs shall apply:

Event	Rate (exclusive of VAT)
Half day meeting (3 hours)	£250
Full day meeting (6 hours)	£500

- 7) OPUS will provide a time sheet to the Organisation indicating where, and in relation to what, additional costs were incurred.
- 8) The Final Policy must be signed off, in writing, by the appropriate members of the Management Team from both the Organisation and OPUS.
- 9) Unless otherwise agreed, the Organisation will receive the Final Policy in the following electronic formats:

Policy document	PDF
Procedures	PDF
Appendices	Word Document

- 10) Where OPUS sends the Organisation a draft Policy and does not receive any confirmation of their intention to respond with changes within 6 weeks of receipt, that version of the Policy shall be deemed to be the final version of the Policy and be signed off as at the date that OPUS sent the Policy to the Organisation.

Intellectual Property & Ownership

- 1) The Policy in any draft form, is the sole copyright of OPUS Pharmacy Services Limited - © OPUS Pharmacy Services 2023. All rights reserved.
- 2) Any redistribution or reproduction of any part or all of the contents of the draft Policy in any form is prohibited other than to staff members who are required to review the Policy and assist in the preparation of the Final Policy.
- 3) Upon written sign off having been received from both parties, ownership and sole copyright of the Policy and the Final Policy shall transfer to the Organisation.

Amendments and Changes

- 1) OPUS shall make any and all subsequent changes required to the Final Policy or any of its content.

- 2) Where changes are made in accordance with paragraph 13 of these terms, the Final Policy shall retain a reference to the fact that the Policy has been prepared and is approved by OPUS on an ongoing basis.
- 3) Minor changes may be accommodated free of charge by OPUS. More substantial changes may be charged at the hourly rate set out at paragraph 5, or any other fee, where agreed between the parties.
- 4) Where the Organisation wishes to make its own future changes to the Final Policy or wishes for the Final Policy to be in a format other than those listed above, the Organisation shall inform OPUS of this in writing and OPUS shall:
 - a. Amend the reference on the Final Policy to state that the Final Policy was approved by OPUS on the date the Final Policy was signed off **only**;
 - b. Remove all OPUS logos; and
 - c. Provide the Final Policy in appropriate formats to enable amendments to be made by the Organisation i.e. word documents, PowerPoint presentations etc.
- 5) The Organisation shall be charged for the time spent making the amendments set out at paragraph 16 at the hourly rates set out in paragraph 5.
- 6) Where the option in paragraph 13 has been selected, the Organisation is encouraged to engage OPUS on a yearly or 6-monthly basis to provide a full review of all changes made (at a fee to be agreed), following which OPUS shall amend the reference on the Final Policy to reflect the new review date.
- 7) Where OPUS continue to make changes on behalf of the Organisation in accordance with paragraph 13, the Organisation is encouraged to engage OPUS on an annual basis in accordance with the terms of the OPUS Policy Renewal Terms & Conditions to ensure the Final Policy remains compliant and in line with current best practice and legislation.

Signed

Date

Name (printed)

Organisation
