PACS Tier Two Request Form and Decision Record

In order to ensure full functionality of the above form please following these instructions:

1. Open document in Word
2. Select “Developer” on grey Word toolbar (See screenshot below)
PEER APPROVED CLINICAL SYSTEM (PACS) TIER TWO REQUEST FORM AND DECISION RECORD

Please note: This form is only to be used to request access to a licensed medicine that:
- is a medicine for an indication that has been considered and not recommended for use in NHS Scotland by the Scottish Medicines Consortium (SMC), or
- is a medicine accepted for restricted use by SMC but the intended use is out with SMC restrictions, or
- is a medicine which has been submitted and is awaiting/undergoing evaluation by the SMC.

Access to ultra-orphan medicines, unlicensed medicines, use for indications outside of the marketing authorisation (off-label) and medicines which are non-submissions or have not yet been submitted to SMC are not covered by PACS Tier Two.

Notes for electronic completion:
This document can be completed by adding text to the grey text fields and by checking the tick boxes or selecting from drop-down boxes where applicable. It should be completed, saved and submitted electronically. Paper copies will not be accepted unless in exceptional circumstances.

The form is partitioned into 4 parts and 2 appendices:
- Parts A - C are to be completed prior to submission to the PACS Tier Two Panel.
- Part D is to be completed by the PACS Tier Two Panel only.
- Appendix 1 is to be completed when referring a decision to the National Review Panel.
- Appendix 2 is for completion by the National Review Panel only.

Before submitting:
1. The requesting clinician completes parts A and B.
2. Part C is completed by another NHS clinician who is experienced in treating the condition for which the medicine is being requested.
3. Part D is completed by the PACS Tier Two Panel.
4. Appendix 1 is completed by the clinician in the event of referral to the National Review Panel.
5. Appendix 2 is completed by the National Review Panel.

Please note that appendices that are incomplete or have been completed incorrectly will be returned to.
3. Select “Restrict Editing” (see screenshot below)
4. Dialogue box appears on right hand side of screen

Select Option 3 – “Yes, start enforcement protection” (See screenshot below)
5. Dialogue box appears in middle of screen
   - Select “Yes”
   - Proceed to complete form, drop down boxes will appear as appropriate.
   - Select appropriate drop down box.