Expression of interest:   
*NSW Take Home Naloxone Program* for non-government and private health/welfare services

Centre for Alcohol and Other Drugs  
NSW Ministry of Health

December 2020

© NSW Ministry of Health 2020

SHPN (AOD PHM) 200161

ISBN 978-1-76081-383-3

# Information for applicants

## About this expression of interest

The NSW Ministry of Health is seeking Expressions of Interest (EOIs) from private health or welfare services and non-government organisations (NGOs) located in NSW that provide services to people at risk of experiencing or witnessing opioid overdose, to provide take home naloxone to eligible clients as part of the NSW Take Home Naloxone Program.

The NSW Take Home Naloxone Program is available to the non-government sector (including mainly not for profit NGOs, private health, private providers of OTP services, welfare service providers and sole traders offering drug and alcohol services), to maximise public access to take home naloxone via services that NSW community members already use.

**The following service providers are ineligible as they have other mechanisms to access and supply take home naloxone to clients at risk: General practices, other medical practices, community pharmacies. Please note that opioid treatment clinics are eligible to participate.**

This EOI is non-competitive. The intention is that many service providers will become ‘participating services’ through the EOI process.

This EOI information pack describes the application, review and registration process.

The following appendices of this document provide important information about the Take Home Naloxone Program for service providers to consider when submitting an EOI:

Appendix 1: The *EOI form*

Appendix 2: The *Take Home Naloxone Procedures* sets out the purpose and operation of the Program.

Appendix 3: The template *Letter of Agreement* includes the conditions that participating services must adhere to and is to be signed by the CEO (or equivalent).

Appendix 4: A *Legal Authority* enables certain classes of health and welfare workers at participating services to legally supply naloxone and sets out conditions they must comply with.

Appendix 5: The *Take Home Naloxone Intervention Form* is the documentation used to record client consent and the supply of naloxone.

## Further details

For further details, or to ask questions about the EOI please contact: [moh-naloxone@health.nsw.gov.au](mailto:moh-naloxone@health.nsw.gov.au)

## Why take home naloxone is important

Opioid overdose is a major cause of harm and death in Australia. Every day, three people die from drug-induced deaths involving opioids in Australia, while nearly 150 hospitalisations and 14 emergency department admissions involve opioids[[1]](#footnote-1). More than 110,000 Australians are currently experiencing opioid dependence[[2]](#footnote-2). In 2018, 1,740 people died from drug-induced deaths, with opioids present in 1,123 of those deaths (64%)[[3]](#footnote-3).

The *National Drug Strategy 2017-2026* identifies increasing access to naloxone as an evidence-based strategy for preventing and responding to opioid overdoses.

The World Health Organization recommends that people likely to witness an opioid overdose should have access to naloxone and be instructed in its administration to enable them to use it for the emergency management of suspected opioid overdose.

Naloxone is a Schedule 3 medicine that was previously only available on prescription from a prescriber or over the counter from a pharmacy at a cost to the consumer.

## What is the NSW Take Home Naloxone Program?

The NSW Take Home Naloxone Program trains and legally enables a broader range of workers to supply naloxone, without a prescription or consumer payment, to people who are likely to experience or witness an opioid overdose.

The Program was developed by clinical and subject matter experts, in consultation with consumers. It was piloted and evaluated in NSW public health services and is being implemented in public health services across NSW.

The Australian Government is running a take home naloxone pilot until end June 2022. Non-government service providers delivering the NSW Take Home Naloxone Program will be able to access free Pharmaceutical Benefits Scheme (PBS) subsidised naloxone through the pilot during this time. Subsequent funding options will be reviewed closer to the pilot end date.

## NSW NGOs and private service providers that become participating services will be provided with:

1. **Free workforce training and credentialing:**

Eligible health and welfare workers must be credentialed before they can supply naloxone to clients. A registered training organisation appointed by the NSW Ministry of Health is now offering training to employees across NSW. Training, assessment and credentialing is delivered remotely via online workshops that run for up to four hours.

1. **Free product supply:**

Free PBS subsidised naloxone will be available for NGOs and private service providers to supply to eligible community members at no cost to the provider or the consumer, until June 2022. Product access options will be reviewed after that time.

## Participating services will be expected to contribute:

1. **Staffing resources:**

No additional funding will be provided for costs associated with delivering brief interventions to clients when providing naloxone, undertaking reporting, or for travel or backfilling staff attending the 4-hour worker training.

1. **Monthly reporting:**

Participating services will need to enter medicine supply data using a data reporting system. Additionally, the credentialed worker must keep records within the agency, as outlined in procedures.

## NSW Ministry of Health will:

1. Review applications by individual non-government and private services and sole traders to become participating services.
2. Enable participating services to procure naloxone.
3. Legally enable naloxone supply by credentialed health/welfare workers.
4. Facilitate access to training and credentialing for participating services.
5. Facilitate access to a portal for reporting intervention data.

## Participation requirements

To be eligible to participate in the Take Home Naloxone Program, the agency must be either:

1. **a ‘Non Government Organisation’/‘NGO’:** defined as a non-profit organisation that is independent from government. A non-profit organisation is one that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. A non-profit organisation can still make a profit, but this profit must be used to carry out its purposes and must not be distributed to owners, members or other private people. NGOs must be registered with the Australian Charities and Not-for-profits Commission.

Or:

1. **a ‘private service provider’:** defined as a privately owned and operated organisation or a sole trader.

**Note - The following service providers are excluded as they have other mechanisms to access and supply take home naloxone to clients at risk: General practices, other medical practices, community pharmacies.**

In order to become a participating service, the NGO or private service provider must also:

1. **Be located in NSW and provide services within NSW**
2. **Provide services to people at risk of experiencing or witnessing an opioid overdose.**
3. **Employ an eligible workforce.**

Only certain types of workers within an NGO or private service provider are eligible to be trained and credentialed to supply take home naloxone using the Take Home Naloxone intervention. Relevant worker designations are listed in section 1.3 of the *Take Home Naloxone Procedures*. To be eligible for training, workers must also have completed Basic Life Support training and have at least three months experience providing interventions for people who use opioid drugs.

1. **Have governance structures in place to meet take home naloxone storage, labelling and record keeping requirements.**

The Take Home Naloxone intervention involves supplying a Schedule 3 medicine, and the medicine must be managed with care. The agency must have governance structures in place to ensure take home naloxone storage, labelling and record keeping requirements are met (see section 2.3, 3.2 and 3.3 of the *Take Home Naloxone Procedures*) and to monitor program operations to ensure compliance with the *Take Home Naloxone Procedures*.

Agencies will be required to submit quarterly self-audit reports to the NSW Ministry of Health, to assess program implementation against the requirements set out in the *Take Home Naloxone Procedures*, and a quality improvement action plan, to address areas for improvement. A self-audit and quality improvement action plan template will be provided.

1. **Ensure compliance with *Take Home Naloxone Procedures* and legal requirements.**

A *Legal Authority* enables eligible workers at participating services who have been trained and credentialed, to supply take home naloxone. The workers must comply with the *Take Home Naloxone Procedures*. The agency must support its workers to comply.

Each participating service provider will be required to sign a *Letter of Agreement* with the NSW Ministry of Health, indicating its willingness to ensure compliance with the *Legal Authority*, the *Take Home Naloxone Procedures* and reporting requirements.

1. **Agree to supply intervention data using a data reporting system.**

The agency must be willing and able to enter accurate take home naloxone supply each month for monitoring purposes.

The following criteria are favourable, but non-compulsory. Agencies that do not meet these criteria may still be eligible:

1. **Hold current accreditation with a NSW Health approved accreditation standard for AOD treatment services.**

Please provide evidence (e.g. copy of accreditation certificate), if your agency holds one of the NSW Health approved accreditation standards listed at: <https://www.health.nsw.gov.au/aod/Pages/accreditation-standards.aspx>

Agencies that do not meet this criterion will be engaged for a trial period.

1. **Agree to be listed on NSW Ministry of Health website.**

NSW Ministry of Health would like to list participating service details on the *Your Room* website, so that community members know where to go to access take home naloxone. This is a non-compulsory criterion. Some services may not wish to encourage community members to seek naloxone from their service and may choose to be excluded from the published list.

# Submission, review and registration process

## Lodging an expression of interest

When lodging an EOI, please include a completed EOI form and any relevant supporting information.

Please include a Microsoft Word version of the completed EOI form to enable details of your service to be easily entered into our database.

Please provide the contact details of a suitable person for the NSW Ministry of Health to contact, should additional detail be required.

EOIs can be submitted by email to: [moh-naloxone@health.nsw.gov.au](mailto:moh-naloxone@health.nsw.gov.au). When lodging an EOI, please use *EOI Take Home Naloxone Program* as the subject.

The NSW Ministry of Health will acknowledge receipt of the EOI by reply email.

## Timeline for submitting expressions of interest

Agencies are encouraged to submit an EOI as soon as possible to enable our training provider to schedule training for your staff.

## Notification process

Email notification will be provided to all NGOs about the outcome of their EOI submission.

To become a participating service, agencies must enter into an Agreement with the NSW Ministry of Health, to acknowledge agreement to the terms and conditions of participation in the NSW Take Home Naloxone Program. A sample *Letter of Agreement* is available at Appendix 3.

## Assessment process

The NSW Ministry of Health will assess EOIs on the basis of the assessment criteria outlined in the EOI document, and the CEO declaration.

A submission is considered ineligible for assessment if it:

1. is incomplete; and/or
2. is submitted by an ineligible organisation; and/or
3. does not address and meet the assessment criteria.

Notwithstanding the assessment criteria, the NSW Ministry of Health retains sole discretion to not register a service, or to remove a service as a participating service for any reason and at any time. No further correspondence will be entered into.

## Appendix 1: Take Home Naloxone EOI form

|  |  |
| --- | --- |
| **SECTION A – ORGANISATION DETAILS** | |
| Organisation name |  |
| Street address |  |
| Suburb |  |
| State |  |
| Postcode |  |
| Postal address  *If different from above* |  |
| Primary contact person  *Name and title* |  |
| Primary contact email address |  |
| Primary contact telephone number |  |

|  |  |
| --- | --- |
| **SECTION B – SITES & WORKERS**  ***If the organisation operates more than one site, please provide details of each site seeking participation and the approximate number of eligible workers requiring Take Home Naloxone training and credentialing, per site.*** | |
| **Site 1**  Service name  Delivery address  Suburb  State  Postcode  Postal address (*if different from above*)  Service telephone number  Responsible Person (Primary contact person)  *Name and title*  Responsible person email address  Responsible person telephone number  Number of workers for training *(6-8 suggested, but negotiable)*  Operating hours (in which naloxone stock deliveries could be received) |  |
| **Site 2**  Service name  Delivery address  Suburb  State  Postcode  Postal address (*if different from above*)  Service telephone number  Responsible Person (Primary contact person)  *Name and title*  Responsible person email address  Responsible person telephone number  Number of workers for training *(6-8 suggested, but negotiable)*  Operating hours (in which naloxone stock deliveries could be received) |  |
| *Etc.*  *Please complete as necessary and delete excess rows.* |  |
|  |  |
|  |  |

## Declaration:

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment Criteria** | **Yes** | **No** | **Evaluation Criteria** |
| 1. The agency islocated in NSW and provides services within NSW |  |  | If no, unable to participate. |
| 1. The agency is an ‘NGO’ as defined in this EOI. |  |  | Must be either an ‘NGO’ or ‘Private service provider’ to participate. |
| 1. The agency is a ‘Private service provider’ as defined in this EOI. |  |  | Must be either an ‘NGO’ or ‘Private service provider’ to participate. |
| 1. The agency provides services to people at risk of experiencing or witnessing an opioid overdose. |  |  | If no, unable to participate. |
| 1. The agency employs an eligible workforce i.e. worker designations listed in the Take Home Naloxone Procedures and have completed Basic Life Support training and have at least three months experience providing interventions for people who use opioid drugs. |  |  | If no, unable to participate. |
| 1. The agency has governance structures in place to meet naloxone storage, labelling and record keeping requirements and to monitor program operations to ensure compliance with the *Take Home Naloxone Procedures*. |  |  | If no, unable to participate. |
| 1. The agency holds one of the following NSW Ministry of Health approved AOD Treatment Accreditation:  * **Evaluation and Quality Improvement Program (EQuIP)** Australian Council on Healthcare Standards (ACHS) * **QIC Health and Community Service Standards** Quality Innovation Performance (QIP) * **Australian Service Excellence Standards** Government of South Australia, Department for Communities and Social Inclusion * **National Standards for Mental Health Services\*** Australian Commission on Safety and Quality in Health Care |  |  | Not an exclusion criterion.  If answer is no, initial agreement timespan may be for a trial period.  If yes, please provide evidence of accreditation (e.g. copy of accreditation certificate) as an attachment to this EOI Declaration |
| 1. CEO (or equivalent) confirms willingness to ensure compliance with *Take Home Naloxone Procedures* and legal requirements by signing the *Letter of Agreement* |  |  | If no, unable to participate. |
| 1. The agency agrees to enter supply data using a data reporting system. |  |  | If no, unable to participate. |
| 1. The agency agrees to be listed on Your Room website. |  |  | Not an exclusion criterion. If answer is no, agency details will be omitted from lists publicising participating Take Home Naloxone Sites. |

|  |  |
| --- | --- |
| **SECTION C – DECLARATION** | |
| As a duly authorised representative, I acknowledge that the information provided above is correct and that the service will ensure compliance to the *Take Home Naloxone Procedures* and the *Letter of Agreement*. | |
| CEO (or equivalent) signatory  *Name and Title* |  |
| Signature |  |
| Date |  |

# Appendix 2: *Take Home Naloxone Procedures*

# Appendix 3: *Letter of Agreement*

# Appendix 4: *Legal Authority*

# Appendix 5: *Take Home Naloxone Intervention Form*



1. [Australian Government Department of Health website (Retrieved 10 Jan 2020) health.gov.au/initiatives-and-programs/take-home-naloxone-pilot/about-the-take-home-naloxone-pilot#why-is-the-take-home-naloxone-pilot-important](https://www.health.gov.au/initiatives-and-programs/take-home-naloxone-pilot/about-the-take-home-naloxone-pilot#why-is-the-take-home-naloxone-pilot-important). [↑](#footnote-ref-1)
2. Ibid. [↑](#footnote-ref-2)
3. Ibid. [↑](#footnote-ref-3)