**Chiesi Inhaler Recycling Toolkit:**

**Healthcare Professional Checklist Template**

This healthcare professional checklist template has been adapted from the ‘Take AIR’recycling scheme, and includes areas highlighted in yellow that **must** be edited with details of your local scheme. Please also ensure that all the other details included in the template also align to your local scheme, as well as any local branding.

Once adapted with details of your scheme, it can be shared with local pharmacy teams using the scheme to provide clear instructions on how to implement it in practice.

**Inhaler Recycling Scheme**

**Implementation Checklist for Healthcare Professionals**

Dear Healthcare Professional,

Thank you for taking part in the xxxx scheme. Please use the checklist below to help you and your team get started.

|  |  |  |
| --- | --- | --- |
| **Recommended action** | **Completed (date)** | **Notes for the team** |
| Read through the welcome pack so you are familiar with the materials |  |  |
| Discuss the scheme with your team, agree how the envelopes will be given to patients, and how this may differ for inpatients and outpatients. This may be by the pharmacist or by another team member. This is for each individual team to decide |  |  |
| Discuss with your team which types of patients should be prioritised to receive an envelope. For example, patients who are unable to visit a local community pharmacy in person to return their inhalers. Please also take time to engage relevant patients and ensure those offered envelopes would like to participate in the scheme |  |  |
| Nominate a named person in the team to be responsible for this scheme |  |  |
| Place inhaler recycling leaflets in a suitable place for easy access within the hospital – e.g.  outpatients’ reception, respiratory ward reception |  |  |
| Position inhaler recycling posters in visible positions in public areas of the hospital |  |  |
| Let all team members know where envelopes are kept, so that they can easily be given to patients |  |  |
| Encourage other staff members (e.g., admin staff, others) to let patients know about the scheme |  |  |

**Please note:**

Unwanted medicines can be returned to any community pharmacy for safe disposal. Some patients may not wish to use the postal scheme and may prefer to take their inhalers back to their community pharmacy. If this is the case, please do not give envelopes to these patients.

Patients can obtain further supplies of envelopes, from their participating community pharmacy.

Please contact xxxx to order more envelopes, or about any queries you may have about the scheme contact xxxx.

Yours sincerely,

# XXXX