**Application Form**

**HSE National Condom Distribution Service (NCDS)**

The HSE National Condom Distribution Service (NCDS) provides free condoms and lubricant sachets to organisations who work directly with people who may be at an increased risk of experiencing a sexually transmitted infection or an unplanned pregnancy and to support national sexual health promotional campaigns and initiatives.

In order to ascertain whether your organisation meets the requirements of the service, please complete this form and submit to [owen.brennan@hse.ie](mailto:owen.brennan@hse.ie). A member of staff will then be in contact with you.

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| **Please provide your contact details** | Name:  Email address:  Phone number: |
| **Please provide the name and address of your organisation** | Name:  Address: |
| **What is your job title in the organisation?** |  |
| **Is your organisation registered as charitable organisation?** | Yes 🞏  No 🞏 |
| **What is the main function of your organisation?** |  |
| **What are the main activities associated with the organisation?** |  |
| **Which group/s does your organisation work with who are at an increased risk of experiencing negative sexual health outcomes such as STIs or crisis pregnancy? (e.g. MSM, Migrants, Young People etc.)** |  |
| **Please indicate the ways in which the organisation intends to distribute the free condoms and lubricant sachets provided by the NCDS?**  **Please tick more than one option if appropriate.** | In one to one clinical session clients 🞏  In one to one non-clinical sessions with clients 🞏  As part of a sexual health training session 🞏  As part of a sexual health promotion outreach campaign 🞏  Other 🞏 Please provide further information: |
| **Please give an indication of the quantities of Condoms you will require over a 12 month period?** |  |
| **Please give an indication of the quantities of Lubricant sachets you will require over a 12 month period?** |  |
| **Does the organisation order free condoms from other sources?** | No 🞏  Yes 🞏 Please state from where:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Please confirm if your organisation works with people who are under 18 years of age**  Yes 🞏  No 🞏  **If Yes, please confirm your organisation has a Child Protection Policy in place**  Yes 🞏  No 🞏  **Please outline what training your staff are required to complete in line with your organsiation’s child protection policy**  **Who is the DLP in your organisation?**  **Please confirm that you are willing to submit a copy of your organisation’s child protection policy to the SHCPP should it be requested.**  Yes 🞏  No 🞏 | |
| **Please confirm you agree to the Terms and Conditions of the National Condom Distribution Service (NCDS). (Terms and Conditions below)** | Yes 🞏  No 🞏 |
| **Date of application:**  (DD/MM/YYYY) |  |
| **Signed:** |  |
| National Condom Distribution Service Terms and Conditions  Top of Form  In accessing the National Condom Distribution Service (NCDS), you are agreeing to the following:  1. That your service is a recognised, established service engaged in an aspect of sexual health promotion or sexual health service delivery within the Republic of Ireland. In accessing the NCDS you agree that condoms and lubricant sachets received by you and your service will be disseminated within the Irish Republic only.  2. That your service provides sexual health promotion activities and or services in accordance with Irish legislation, tax legislation and in addition, complies with Children First legislation.  3. That the condoms and lubricant sachets are for distribution to the respective agency’s patients/clients only. This may be in a one-to-one setting, an education/training session or in a public venue as part of an outreach campaign/intervention.  4. That the agency will **not sell** or **charge** your clients/patients for the condoms and lubricant sachets that you receive free from the NCDS.  5. That when disseminating the condoms in a **one-to-one or education/training setting** a health intervention will take place with your patients/service users.  6. That when disseminating the condoms as part of an **outreach campaign or a public health intervention work**, the person distributing the condoms will endeavour to provide sexual health information, for example, printed information on HIV/STIs at the same time.  7. That you will inform all patient/clients that the NCDS condoms **ARE NOT LATEX FREE.**  8. To monitor the expiry dates on the condoms you hold in store and not disseminate condoms with a shelf life less than 12 months before the stated expiry date on the condom foil. Condoms with a shelf life shorter than 12 months can be used for information/demonstration purposes only.  9. To store and handle the condoms and lubricant sachets in a manner to prevent any damage to the foil packaging; to dispose of any condoms and lubricant sachets that are damaged in any way.  10. You agree to respond to any queries or complaints your service may generate by distributing condoms and or lubricant sachets distributed from your service.  11. On receipt of your order of condoms and/or lubricant sachets you are responsible for checking the condom and lubricant sachet foil packaging to ensure it is not damaged prior to distributing to your patient’s/service users. If the products you receive are damaged please do not distribute them and notify HSE Sexual Health at [owen.brennan@hse.ie](mailto:owen.brennan@hse.ie).  12. **You agree to provide a yearly report** to the HSE Sexual Health and Crisis Pregnancy Programme on the use of the condoms and lubricant sachets received from the NCDS.  The reports will be submitted to the HSE SHCPP Research Assistant as requested each year using the NCDS report template. The HSE SHCPP may also request additional information throughout the year.  13. Organisations accessing the NCDS products will make the HSE SHCPP aware of any promotional or media initiatives and will reference the HSE SHCPP, as the provider of the condom and lubricant sachets across promotional channels. For events, services ordering from the NCDS will provide an outline of planned promotional opportunities to the HSE SHCPP at least 10 working days in advance of the event and/or will notify the HSE SHCPP on the commencement of an initiative. When planning events and promotional messaging, services will agree to provide prominent visibility of HSE branding on online and offline promotional messages and resources.  You accept that your application to participate in the National Condom Distribution Service will be removed if any of these Terms and Conditions are breached.  Additional Information  There are additional requirements for organisations operating a postal service using NCDS products. Please read the Terms & Conditions for postal service [here](https://www.sexualwellbeing.ie/for-professionals/national-condom-distribution-service/national-condom-distribution-overview/ncds-postal-services-terms-and-conditions.pdf).  Health information complimentary to international best practice guidelines   * Quality testing marks, e.g. British Kite Mark and European CE marks. * Best before date/expiry date. * Storage risks, e.g. store in a cool dry environment – don’t keep in direct sunlight. * How to put on a condom, preventing airlocks, don’t roll on wrong way around etc. * Not to be used with oil based products – only to be used with water based products. * Condoms may only be used once.   Bottom of Form | |