

Bolton Local Pharmaceutical Committee

Community Pharmacy Deadline Tracker – December 2018

If you are part of a pharmacy group or multiple, please liaise with your company managers/head office



Subject	Requirement	Deadline	Action and links	Tick when completed
Register for Funded ACT Training	Workforce training/business continuity	Apply now to secure your place	To develop pharmacy technicians and upskill your staff, see the information on the CPPE Website .	
NHS England Community Pharmacy National Audit 2018/19	Contractual – risk of breach notice if not complete	Complete over a one-week period before December 16th 2018 Data entry by December 30th 2018	More information on how to conduct this Flu vaccination for people with diabetes audit can be found on the PSNC Website . Once you have collected the data, please visit the online portal to submit your data. Please note that the portal will close at midnight on 30 December 2018 – please ensure you have submitted your data before this date to ensure you are compliant with your contractual Terms of Service. Training for staff available on VirtualOutcomes .	
Display Christmas opening times	Contractual – risk of breach notice if not complete Good Practice	Over the Christmas Period	You are required to notify your patients of the nearest pharmacies open to your pharmacy on the Bank holiday dates if you are closed. Details of pharmacies, open over the Bank Holidays, will be made available on the LPC website before Christmas.	
Quality Payments DOS Profile Viewer	Pharmacy Income	DOS Updater now open	You are required to update or review the information on your DOS profile. The updater is now open and with full information on the PSNC website . We recommend that this is done now, so errors can be identified and rectified ahead of the review point.	
Quality Payments NHS Choices	Pharmacy Income	Updater opens December 3rd 2018	You are required to edit or validate three sections of their NHS website (NHS.UK). Full details are on the PSNC website . We recommend that this is done when the updater opens on December 3rd so errors can be identified and rectified ahead of the review point.	
Essential Staff Training to support Quality Payments	Workforce Development Pharmacy Income	Review Point February 15th 2019	<ul style="list-style-type: none"> 80% of all registered pharmacy professionals have completed the CPPE Risk management training. 80% of staff that provide healthcare advice to the public have completed the CPPE children's oral health training assessment. <p>Access learning materials and assessments on the CPPE website.</p>	

Quality Payments – HLP	Workforce Development Pharmacy Income	Review Point February 15th 2019	Check when your HLP accreditation expires and that you have staff in place with the correct qualifications.	
Quality Payment Scheme	Pharmacy Income	Review Point February 15th 2019	The PSNC Quality Payments webinar is now available on demand and guides you through the updated gateway and quality criteria. A summary of the information can be found here . Access full information on the PSNC website .	
Quarterly Reports	Contractual – risk of breach notice if not complete	January 14th 2019	Pharmacy contractors must submit their MUR and NMS quarterly information to the NHSBSA within 10 working days from the last day of the quarter.	
Falsified Medicines Directive (FMD)	Pharmacy Business Legal Compliance	February 7th 2019	Read the PSNC briefing, available on the PSNC website and log on to watch the PSNC FMD Webinar . Access further information on the FMD Source Website .	

Regular Tasks

The following tasks need to be completed on a daily / monthly basis:

Subject	Requirement	Deadline	Action and links	Tick when completed
Virtual Outcomes	Workforce training	Ongoing	A new module will be released in early December. Access your training here .	
Local Services	Pharmacy income	By the 5 th of every month	Please claim all your Public Health, CCG & Greater Manchester services.	
Log into your Pharmacy Premises shared NHS mailbox	Essential for Quality Payment gateway criteria	Daily	For the next Quality Payment review point every pharmacy must be able to send and receive NHSmail from their premises NHS Shared mailbox account, which must have at least TWO live linked accounts. Further information is available on the PSNC website . Please note that all e-mails from Greater Manchester Area Team are now being sent via this route.	
NHS Pharmacy Flu Service	Pharmacy Income	Monthly	Claim payment monthly, either via the paper claim form or the webform provided by the NHSBSA (but not both). Further details on how to claim can be found on the PSNC website .	

If you require support from the LPC please contact us:

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Visit our LPC website

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<https://psnc.org.uk/bolton-lpc/>

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