

# Bolton Local Pharmaceutical Committee

## Community Pharmacy Deadline Tracker – February 2019

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 |
|---|-------------------|--|--|---------------------|
| <b>Flu Vaccination Ordering</b>                                     | Pharmacy Business | For immediate consideration                  | Public Health England (PHE) has advised that both of the vaccines that were recommended for the 2018/19 season (quadrivalent inactivated vaccine and adjuvanted trivalent inactivated vaccine) will continue to be recommended for next year.<br><br>Find out more about placing your orders at: <a href="http://ow.ly/eNO430mHG5q">ow.ly/eNO430mHG5q</a>      |                     |
| <b>Falsified Medicines Directive (FMD)</b>                          | Legal Compliance  | February 7th 2019                            | Read the PSNC briefing, available on the <a href="#">PSNC website</a> and log on to watch the <a href="#">PSNC FMD Webinar</a> . Access further information on the <a href="#">FMD Source Website</a> .  |                     |
| <b>Quality Payment Scheme - Gateway</b>                             | Pharmacy Income   | Review Point February 15th 2019              | Check your <a href="#">gateway report</a> weekly to ensure you meet four of the five criteria (Advanced Services, NHS website, Community Pharmacy Patient Questionnaire (CPPQ) and NHSmail) and take action if they are not met.<br><br>Further information on the <a href="#">PSNC website</a> .  |                     |
| <b>Quality Payment Scheme – NHSmail</b>                             | Pharmacy Income   | Review Point February 15th 2019              | Download the <a href="#">PSNC NHSmail checklist</a> to help you meet the criterion.  |                     |
| <b>Quality Payment Scheme – Warranted Environment Specification</b> | Pharmacy Income   | Review Point February 15th 2019              | You will have now received an e-mail to your premises shared NHS mailbox from the NHSBSA stating if you have been validated.<br><br>Check now and take steps to rectify if you have not been validated. More <a href="#">information</a> on the PSNC Website.  |                     |
| <b>Quality Payment Scheme – Evidence Checklist</b>                  | Pharmacy Income   | Review Point February 15th 2019              | Download the <a href="#">evidence checklist</a> from PSNC that details what is acceptable evidence to confirm you have the necessary evidence to meet the gateway and quality criteria.  |                     |
| <b>Data Security and Protection Toolkit (was the IG Toolkit)</b>    | Contractual       | March 31st 2019                              | Register to access the new Toolkit via the <a href="#">DSP Toolkit Registration Page</a> .<br><br>To simplify the process ensure you have completed the <a href="#">GDPR Workbook</a> for community pharmacy.<br><br>Register for the <a href="#">PSNC Webinar</a> (or watch on demand). Further information and support on the <a href="#">PSNC Website</a> . |                     |
| <b>Mandatory Health Campaign</b>                                    | Contractual       | March 1 <sup>st</sup> -31 <sup>st</sup> 2019 | Cervical Cancer Awareness. Look out for resources arriving mid-February.   |                     |

## Regular Tasks

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

| Subject   | Requirement                                    | Deadline                  | Action and links   | Tick when completed |
|---|--|---------------------------|--|---------------------|
| <b>Virtual Outcomes</b>                                   | Workforce training                             | Ongoing                   | A new module will be released every month. Access your training <a href="#">here</a> .   |                     |
| <b>Local Services</b>                                     | Pharmacy income                                | By the 5th of every month | Please claim all your locally commissioned services by the 5th of the month.   |                     |
| <b>Log into your Pharmacy Premises shared NHS mailbox</b> | Essential for Quality Payment gateway criteria | Regularly                 | 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.<br><br>Further information is available on the <a href="#">PSNC website</a> . |                     |
| <b>NHS Pharmacy Flu Service</b>                           | Pharmacy Income                                | Monthly                   | Claim payment monthly, either via the paper claim form or the webform provided by the NHSBSA (but not both).<br><br>Further details on how to claim can be found on the <a href="#">PSNC website</a> .   |                     |
| <b>HLP</b>  | Pharmacy Business                              | Monthly                   | Update your HLP Portfolio with new evidence and displays.<br><br>Further HLP information can be found on the <a href="#">PSNC website</a> .  |                     |

## If you require support from the LPC please contact us:

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Visit our LPC website

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