



## Community Pharmacy 2018 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
Quality Payments DOS Profile Viewer	Pharmacy Income	DOS Updater now open	<p>You are required to update or review the information on your DOS profile. The <u>updater</u> is now open and with full information on the <u>PSNC website</u>.</p> <p>We recommend that this is done now, so errors can be identified and rectified ahead of the review point.</p>	
CPAF Full Screening	Contractual – risk of breach notice if not complete	2 December 2018	<p>A small number of contractors have now been selected to complete a full CPAF assessment.</p> <p>If you have been chosen you will have received a link and further instructions on how to access the full CPAF questionnaire by the NHSBSA at the end of October 2018.</p>	
Quality Payments NHS Choices	Pharmacy Income	Updater opens 3 December 2018	<p>You are required to edit or validate <b>three</b> sections of their NHS website (NHS.UK). Full details are on the PSNC website</p> <p>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.</p>	
NHS England Community Pharmacy National Audit 2018/19	Contractual – risk of breach notice if not complete	<p>Complete over a one-week period before 16 December</p> <p>Data entry by 30 December 2018</p>	<p>More information on how to conduct this Flu vaccination for people with diabetes audit can be found on the <u>PSNC Website</u>.</p> <p>Once you have collected the data, please visit the <u>online portal</u> 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.</p> <p>Training for staff available on <u>VirtualOutcomes</u></p>	
Display Christmas opening times	<p>Contractual – risk of breach notice if not complete</p> <p>Good Practice</p>	Over the Christmas Period.	<p>You are required to notify your patients of the nearest pharmacies open to your pharmacy on the Bank holiday dates if you are closed.</p> <p>Details of pharmacies, open over the Bank Holidays, will be made available on the <u>LPC website</u> before Christmas.</p>	
Quarterly Reports	Contractual – risk of breach notice if not complete	14 January 2019	Pharmacy contractors must submit their MUR and NMS quarterly information to the <u>NHSBSA</u> within 10 working days from the last day of the quarter.	

<b>Falsified Medicines Directive (FMD)</b>	Pharmacy Business Legal Compliance	7 February 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</b>	Pharmacy Income	Review Point 15 February 2019	The PSNC Quality <a href="#">Payments webinar</a> is now available on demand and guides you through the updated gateway and quality criteria. A summary of the information can be found <a href="#">here</a> . Access full information on the <a href="#">PSNC website</a> .
<b>Essential Staff Training to support Quality Payments</b>	Workforce Development Pharmacy Income	Review Point 15 February 2019	<ul style="list-style-type: none"> <li>80% of all registered pharmacy professionals have completed the CPPE Risk management training.</li> <li>80% of staff that provide healthcare advice to the public have completed the CPPE children's oral health training assessment.</li> </ul> <p>Access learning materials and assessments on the <a href="#">CPPE website</a>.</p>
<b>Quality Payments – HLP</b>	Workforce Development Pharmacy Income	Review Point 15 February 2019	Check when your HLP accreditation expires and that you have staff in place with the correct qualifications. Check the <a href="#">LPC Quality Payments Briefing</a> for more information.
<b>Virtual Outcomes</b>	Workforce training	Ongoing	A new module will be released in early December. Access your training <a href="#">here</a> .
<b>Local Services</b>	Pharmacy income	By the 5 <sup>th</sup> of every month	Please claim all your Public Health Service & CCG services.
<b>Log into your Pharmacy Premises shared NHS mailbox</b>	Essential for Quality Payment gateway criteria	Frequently	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 <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).  Further details on how to claim can be found on the <a href="#">PSNC website</a> .
<b>Register for Funded ACT Training</b>	Workforce training/business continuity	Apply now to secure your place	To develop pharmacy technicians and upskill your staff, see the information on the <a href="#">CPPE Website</a> .

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

Suzanne Austin (Pharmacy Services Manager)  
Alison Williams (Business Manager)

[suzanne.cpcw@gmail.com](mailto:suzanne.cpcw@gmail.com)  
[alison.cpcw@gmail.com](mailto:alison.cpcw@gmail.com)

Tel: 07523 056987  
Tel: 07828 832782

Follow us on Twitter  
Visit our website

@CPCW\_Matters  
<https://www.cpcw.org.uk/>