



## Community Pharmacy Deadline Tracker January 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.  Find out more about placing your orders at: <a href="http://ow.ly/eNO430mHG5q">ow.ly/eNO430mHG5q</a>	
<b>NHS England Community Pharmacy National Audit 2018/19</b>	Contractual – risk of breach notice if not complete	30 December 2018	Audit data must be submitted on <a href="#">the online portal</a> by 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.	
<b>Health Campaign Reporting</b>	Contractual	Reporting Window 1 – 15 January 2019	Record details of the December “Help us, help you” campaign on PharmOutcomes.	
<b>Accessing the Drug Tariff from January 2019</b>	Pharmacy Business	10 January 2019	If you wish to <b>opt-in</b> to continue to receive the printed monthly copy of the drug tariff, please <a href="#">click here</a> and complete the information requested by 10 January 2019.	
<b>Quarterly Reports</b>	Contractual – risk of breach notice if not complete	14 January 2019	Pharmacy contractors must submit their MUR and NMS quarterly information to the <a href="#">NHSBSA</a> within 10 working days from the last day of the quarter.	
<b>EC, SC, VR CCG Palliative Care Audit</b>	Pharmacy Business	15 January 2019	Complete the CCG quarterly audit of service provision via PharmOutcomes for Quarter Oct-Dec 2018	
<b>eTCP training</b>	Workforce training	Book now to secure your place. Event date January 22 January 2019	To book your place on the next event in Formby <a href="#">click here</a> .  eTCP = Electronic transfer of care to pharmacy	
<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 - Gateway</b>	Pharmacy Income	Review Point 15 February 2019	Check your <a href="#">gateway report</a> 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.  Further information on the on the <a href="#">PSNC website</a> .	

Subject	Requirement	Deadline	Action and links	Tick when completed
<b>Quality Payment Scheme - Evidence Checklist</b>	Pharmacy Income	Review Point 15 February 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	31 March 2019	Register to access the new Toolkit via the <a href="#">DSP Toolkit registration page</a>  To simplify the process ensure you have completed the <a href="#">GDPR Workbook for Community Pharmacy</a>  Further information and support on the <a href="#">PSNC Website</a>	
<b>NUMSAS Training</b>	Workforce training	Open access	A training module has been developed for NHS 111 health advisors and pharmacy teams to help describe the NHS Urgent Medicine Supply Advanced Service (NUMSAS) and to illustrate the change in the patient journey since its introduction: <a href="http://www.england.nhs.uk/numsas111/">http://www.england.nhs.uk/numsas111/</a>	

## 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 in early January. 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 locally commissioned services by the 5 <sup>th</sup> 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.  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> .	

## 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/>