



Deadline Tracker

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
Flu Vaccination Ordering	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: ow.ly/eNO430mHG5q	
Falsified Medicines Directive (FMD)	Legal Compliance	7 February 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 .	
Quality Payment Scheme - Gateway	Pharmacy Income	Review Point 15 February 2019	Check your gateway report 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. Further information on the PSNC website .	
Quality Payment Scheme – NHSmail	Pharmacy Income	Review Point 15 February 2019	Download the PSNC NHSmail checklist to help you meet the criterion.	
Quality Payment Scheme – Warranted Environment Specification	Pharmacy Income	Review Point 15 February 2019	You will have now received an e-mail to your premises shared NHS mailbox from the NHSBSA stating if you have been validated. Check now and take steps to rectify if you have not been validated. More information on the PSNC Website.	
Quality Payment Scheme – Evidence Checklist	Pharmacy Income	Review Point 15 February 2019	Download the evidence checklist from PSNC that details what is acceptable evidence to confirm you have the necessary evidence to meet the gateway and quality criteria.	
Public Health Campaign – Help Us Help You	Contractual	Mid-February to Mid-March	Look out for further details over the next few weeks. The campaign will run from mid-February to mid-March; information is available on the PSNC website .	
Training Needs Assessment	LPC Support	28 February 2019	Help us to meet your training needs by completing this short questionnaire .	

Subject	Requirement	Deadline	Action and links	Tick when completed
Data Security and Protection Toolkit (was the IG Toolkit)	Contractual	31 March 2019	<p>Register to access the new Toolkit via the DSP Toolkit Registration Page.</p> <p>To simplify the process ensure you have completed the GDPR Workbook for community pharmacy.</p> <p>Register for the PSNC Webinar (or watch on demand). Further information and support on the PSNC Website.</p>	

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 every month. Access your training here .	
Local Services	Pharmacy income	By the 5 th of every month	Please claim all your locally commissioned services by the 5 th of the month.	
Log into your Pharmacy Premises shared NHS mailbox	Essential for Quality Payment gateway criteria	Regularly	<p>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.</p> <p>Further information is available on the PSNC website.</p>	
NHS Pharmacy Flu Service	Pharmacy Income	Monthly	<p>Claim payment monthly, either via the paper claim form or the webform provided by the NHSBSA (but not both).</p> <p>Further details on how to claim can be found on the PSNC website.</p>	
HLP	Pharmacy Business	Monthly	<p>Update your HLP Portfolio with new evidence and displays.</p> <p>Further HLP information can be found on the PSNC website.</p>	

If you require support from the LPC please contact us:

Adam Irvine (Chief Executive Officer)
 Suzanne Austin (Pharmacy Services Manager)
 Nick Thayer (Pharmacy Services Manager)
 Alison Williams (Business Manager)

adam.cpcw@gmail.com
suzanne.cpcw@gmail.com
nick.cpcw@gmail.com
alison.cpcw@gmail.com

Tel: 07795 123165
 Tel: 07523 056987
 Tel: 07523 056986
 Tel: 07828 832782

Follow us on Twitter
 Visit our website

@CPCW_Matters
<https://www.cpcw.org.uk/>