



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
Public Health Campaign – Help Us Help you	Contractual	Reporting 1-12 April 2019	The PharmOutcomes reporting window for Cheshire and Wirral pharmacies will open on 1 April and close on 12 April 12. Please ensure you record your campaign.	
Data Security and Protection Toolkit (was the IG Toolkit)	Contractual	31 March 2019	Register to access the new Toolkit via the DSP Toolkit Registration Page . To simplify the process ensure you have completed the GDPR Workbook for community pharmacy. Watch the on-demand PSNC Webinar Further information and support on the PSNC Website .	
Pregabalin and Gabapentin re-classification	Regulatory	Ongoing from 1 April	Pregabalin & Gabapentin will be re-classified as a schedule 3 CD from April 1 2019. Read the NHS England briefing note here . Read more about the early transition for EMIS GP sites here .	
Complaints Reporting	Contractual – risk of breach notice if not complete	12 April 2019	You must prepare an annual complaints report which must be submitted to the NHS Area Team (Cheshire & Mersey) via the generic e-mail within 10 working days of the end of March. ENGLAND.CMPharmacy@nhs.net If you haven't received any complaints during the last 12 months a nil response is still mandatory. Further information including a recording template can be found on the PSNC website .	
MUR & NMS Quarterly Reports	Contractual – risk of breach notice if not complete	12 April 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.	
Cheshire Palliative Care Audit	Contractual	12 April 2019	Pharmacy contractors who are signed up to this service must submit their quarterly information via PharmOutcomes within 10 working days from the last day of the quarter.	

Prescription Prepayment Certificates (PPCs) Applications	Pharmacy Business	From April 2019	The NHSBSA has confirmed that from April 2019, postal applications for PPCs will be phased out and replaced with an online service. Find out more on the PSNC website .	
Diabetes Toolkit	Service Support	Ongoing	NovoNordisk have developed a Toolkit to support you to support your patients with Type 2 Diabetes. Download your copy and find out more here .	

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	Ensure that you are able to send and receive NHSmail from your premises NHS Shared mailbox account and check daily. At this time for Quality Payments there must be at least TWO live linked accounts. Further information is available on the PSNC website .	
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 . Please note: This service ends for the 2018-19 season on 31 March 2019.	
HLP	Pharmacy Business	Monthly	Update your HLP Portfolio with new evidence and displays. Further HLP information can be found on the PSNC website .	
Patient Safety	Regulatory	Monthly	Keep your patient safety report up to date. More information can be found on the PSNC website . Download the new patient safety resources from Community Pharmacy Patient Safety Group .	

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/>

Community Pharmacy working together for patients across
Cheshire, Wirral and Warrington