



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
PQS – NSAID Audit	Pharmacy Income	1 February 2020	The 1 February is the final day to start the NSAID audit. Find out more on the PSNC website .	
Mandatory Health Campaign Recording	Contractual	1 - 14 February 2020	The mandatory campaign for January ends on 31 January. Please upload your interventions on PharmOutcomes by 14 February.	
PQS – Evidence Checklist	Pharmacy Income	Now	Download the PSNC evidence checklist to ensure you have all the evidence you need for PQS.	
PQS – PCNs – Do you know who your Lead is?	Pharmacy Income	Now	Check your shared mailbox for details of your Community Pharmacy PCN Lead.	
PQS – Declaration	Pharmacy Income	3 – 28 February 2020	The window opens to claim for a PQS payment at 9am on 3 February. Once you have achieved all the gateway criteria and the domains for which you wish to claim payment for, complete the PQS declaration on MYS – the deadline is 11.59pm on 28 February 2020. Further information regarding PQS can be found on the PSNC website .	
HLP	Contractual Requirement from 1 April 1	Act Now	Every HLP must have a Health Champion in place who has passed the RSPH Level 2 Understanding Health Improvement Course. If you still need a Health Champion, we recommend that you start now to allow time for the course to be completed, assessed and for certificates to arrive. Training providers can be found here Further HLP actions can be found here .	
Data Security & Protection Toolkit Workshop	Support for core contract	Thursday 6 February 2020 @ 7pm	PSNC will be holding a webinar to help support you in completing the Data Security and Protection Toolkit for 2019/20. Find out more on the PSNC website Register now: ow.ly/uU9X30q8q1D	
Flu Vaccination Ordering	Service Delivery	Act Now	Find out what you need to do on the PSNC website .	
Blood Pressure Service and BHF Pilots	Service Delivery	Ongoing	Training dates for new applicants and existing BHF pharmacies who need more staff trained are available on the LPC website	

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CPCS Transitional Payment	Pharmacy Income	28 February	<p>Check your schedule of payment for your 'CPCS Sign-up fee' if you registered between 2 December 2019 and 15 January 2020.</p> <p>If you registered between 1 November 2019 and 1 December 2019 your payment will appear in your January Schedule of Payments.</p> <p>Find out more about the payments 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
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	
Virtual Outcomes	Workforce training	Ongoing	<p>A new module will be released every month.</p> <p>Access your training here</p>	
LPC Mailing List	Pharmacy Mailing List	Ongoing	Encourage your locums to join the LPC mailing list to ensure they are up to date with rapidly changing pharmacy environment.	
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:

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 Suzanne Austin (Pharmacy Services Manager)
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