



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>PQS – Declaration</b>	Pharmacy Income	3 – 28 February 2020	The window opened 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 <a href="#">PSNC website</a> .	
<b>NHSE&amp;I Clinical Audit – Antimicrobial Stewardship</b>	Contractual	31 March 2020	As part of CPCF, you must undertake a clinical audit each year, on a topic that has been determined by NHSE&I. The national clinical audit for 19/20 is anti-microbial stewardship which MUST be carried out in March. More information on the <a href="#">PSNC website</a> .	
<b>Clinical Audit</b>	Contractual	31 March 2020	You are required to carry out a clinical audit of your own choice each year. Start your audit now if you have not already done so, to ensure you meet the 31 March Deadline. Find out more on the <a href="#">PSNC website</a> .	
<b>DSP Toolkit</b>	Contractual	31 March 2020	The DSP Toolkit must be completed by 31 March 2020. Find out more on the <a href="#">PSNC website</a> and watch the <a href="#">PSNC webinar</a> on demand.	
<b>Flu Service</b>	Service Delivery	Ends 31 March 2020	The Flu service ends on 31 March. Please ensure all staff are informed, flu promotion materials are taken down and any final claims are submitted.	
<b>Flu Vaccination Ordering</b>	Service Delivery	Act Now	Find out what you need to do on the <a href="#">PSNC website</a> .	
<b>Blood Pressure Service and BHF Pilots</b>	Service Delivery	Ongoing	Training dates for new applicants and existing BHF pharmacies who need more staff trained are available on the <a href="#">LPC website</a>  The provision of the Blood Pressure Testing Service in Healthy Living Pharmacies is being extended through 2020. Please return paperwork to the Area Team by 2 March.	
<b>CPPQ</b>	Contractual	31 March 2020	Ensure you have completed the CPPQ for 2019-20 by 31 March. Further information including the number of questionnaires you need to complete can be found on the <a href="#">PSNC website</a> .	
<b>PQS – Sugar Sweetened Beverages</b>	Contractual	From 1 April 2020	The deadline to meet the Sugar Sweetened Beverages quality criterion for PQS if you have not already done so is 31 March. Find out more on the <a href="#">PSNC website</a> .	
<b>CPCS – IT in Consultation Room</b>	Contractual	From 1 April 2020	You must have IT equipment accessible within your consultation room to allow records of the consultations provided as part of the CPCS Service. Find out more on the <a href="#">PSNC Website</a> .	

<b>New CPCF Requirements</b>	Contractual	From 1 April 2020	As part of the Terms of Service you will be required to meet the following from 1 April: <ul style="list-style-type: none"> <li>• Have a premises shared NHSmail account</li> <li>• Pharmacy professionals working at the pharmacy have access to the SCR</li> <li>• Update your NHS 111 DoS profile on a quarterly basis and in a timely manner</li> <li>• Update your NHS website profile on a quarterly basis and in a timely manner;</li> <li>• Have access to the Electronic Prescription Service (EPS)</li> <li>• Have achieved Healthy Living Pharmacy Level 1 status</li> </ul> Pharmacy professionals working at the pharmacy have achieved Level 2 safeguarding	
<b>NMS &amp; MUR Quarterly reports</b>	Contractual	1- 14 April 2020	You must submit your MUR and NMS quarterly information to the NHSBSA the within 10 working days from the last day of the quarter.	
<b>Annual Complaints report</b>	Contractual	1-14 April 2020	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 - <a href="mailto:ENGLAND.CMPharmacy@nhs.net">ENGLAND.CMPharmacy@nhs.net</a> . 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 <a href="#">PSNC website</a> .	

## Regular Tasks

The following tasks need to be completed on a daily/monthly basis:

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<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>Virtual Outcomes</b>	Workforce training	Ongoing	A new module will be released every month. Access your training <a href="#">here</a>	
<b>LPC Mailing List</b>	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.	
<b>HLP</b>	Pharmacy Business	Monthly	Update your HLP Portfolio with new evidence and displays  Further HLP information can be found on the <a href="#">PSNC website</a>	

## 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 Support Officer)  
Rachael Fairbrother (LPC Engagement Officer)

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