



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>NMS &amp; MUR Quarterly reports</b>	Contractual		<b>Update: NHSE&amp;I will not require quarterly NMS and MUR data submissions during the period of the pandemic.</b>	
<b>Annual Complaints report</b>	Contractual		<b>Update: NHSE&amp;I will not require annual complaints report submissions during the period of the pandemic.</b>	
<b>COVID-19</b>	Contractor Support	Ongoing	<p>Ensure you keep up to date with the national and local guidance:</p> <ul style="list-style-type: none"> <li>• <a href="#">PSNC</a> – for the latest news round-up</li> <li>• <a href="#">GOV.UK</a> – for advice for healthcare professionals</li> <li>• <a href="#">PHE</a> – for posters and resources</li> <li>• <a href="#">LPC</a> – for next steps, links to national information and links to local information (as it becomes available)</li> </ul> <p>Look out for the most up to date information and guidance via your NHS Shared Mailbox</p> <p>Please contact the LPC (<a href="mailto:support@cpcw.org.uk">support@cpcw.org.uk</a>) if you require urgent support</p>	

### March Deadline Reminders

Subject	Requirement	Deadline	Action and links	Tick when completed
<b>DSP Toolkit</b>	Contractual	30 September 2020	<p><b>Update: The current submission deadline has been amended from 31 March 2020 to 30 September 2020</b></p> <p>Find out more on the <a href="#">PSNC website</a></p>	
<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>CPPQ</b>	Contractual	31 March 2020	<p><b>Update: NHSE&amp;I have said that they will not take action against contractors who have not completed these by 31 March 2020</b></p> <p>Further information can be found on the <a href="#">PSNC website</a></p>	
<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>PQS – Sugar Sweetened Beverages</b>	Pharmacy Income	31 March 2020	The deadline to meet the Sugar Sweetened Beverages quality criterion for PQS if you have not already done so is 31 March	
<b>New CPCF Requirements</b>	Contractual	July 2020	As detailed in the government <a href="#">Community Pharmacy Contractual Framework update</a>	

## 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 <sup>th</sup> of every month	Please claim all your locally commissioned services ( <i>typically</i> ) by the 5 <sup>th</sup> of the month	
Virtual Outcomes	Workforce training	Ongoing	A new module will be released every month. Access your training <a href="#">here</a>	
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	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:

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