



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
COVID 19	Contractor Support	Ongoing	<p>Ensure you keep up to date with the national & local guidance:</p> <ul style="list-style-type: none"> • PSNC – for the latest news round-up • GOV.UK – for advice for healthcare professionals • PHE – for posters and resources • LPC – for next steps, links to national information and links to local information (as it becomes available) • PSNC for the latest in on PPE availability • Look out for the most up to date information and guidance via your NHS Shared Mailbox. <p>Please contact the LPC if you require urgent support using support@cpcw.org.uk</p>	
Pharmacist Support – Wellbeing Campaign	Staff Wellbeing	Ongoing	<p>A new campaign to help pharmacists and pharmacy students to prioritise their wellbeing has been launched by Pharmacist Support.</p> <p>Find out more here</p>	
Reminder to submit your prescriptions	Pharmacy Income	5 June	<p>Please continue to submit your end of month bundle and FP34C in the usual way and no later than the 5th day of the month</p> <p>This is your invoice to the NHS and will ensure you get paid in a timely manner</p>	
May Bank Holiday – 8 May	Pharmacy Income	22 June	<p>If you opened on 8 May under the national arrangements ensure you claim your payment by 22 June 2020 via the Manage Your Service (MYS) portal</p>	

Upcoming Deadline Reminder

Subject	Requirement	Deadline	Action and links	Tick when completed
DSP Toolkit	Contractual	30 September 2020	<p>Update: The current submission deadline has been amended from 31 March 2020 to 30 September 2020</p> <p>Find out more on the PSNC website</p>	
New CPCF Requirements	Contractual	July 2020	<p>As detailed in the government Community Pharmacy Contractual Framework update</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 (<i>typically</i>) by the 5 th of the month	
Virtual Outcomes	Workforce training	Ongoing	A new module will be released every month. Access your training here	
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 PSNC website	

If you require support from the LPC please contact us:

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