



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>COVID 19</b>	Contractor Support	Ongoing	<p>Ensure you keep up to date with the national &amp; 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> <li>• PSNC for the latest in on PPE <a href="#">availability</a></li> <li>• Look out for the most up to date information and guidance via your NHS Shared Mailbox.</li> </ul> <p>Please contact the LPC if you require urgent support using <a href="mailto:support@cpcw.org.uk">support@cpcw.org.uk</a></p>	
<b>COVID-19 Testing for Pharmacy Staff</b>	Business Continuity	Ongoing	See the <a href="#">LPC website</a> for details on how to access COVID-19 testing for your pharmacy team	
<b>Pandemic Delivery Service</b>	Service Delivery	Ongoing	Download the <a href="#">PSNC flowchart</a> to support your team to deliver the service	
<b>Reminder to submit your prescriptions</b>	Pharmacy Income	5 May	<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>	
<b>Claiming for Easter Bank Holiday Opening</b>	Pharmacy Income	5 May	You can now claim payment for opening on Good Friday and Easter Monday via MYS. Please see the <a href="#">PSNC website</a> for further details	
<b>Claiming for Easter Sunday Rota</b>	Pharmacy Income	6 May	<p>Those pharmacies who opened on Easter Sunday as part of Cheshire and Mersey rota should submit their claim by 6 May</p> <p>See your shared mailbox for details</p>	
<b>May Bank Holiday – 8 May</b>	Contractual	8 May	See the <a href="#">PSNC website</a> and your NHS Shared Mailbox for the latest information regarding opening on the Early May Bank Holiday	
<b>Flu Training</b>	Service Delivery	Ongoing	Please see the <a href="#">PSNC website</a> for the latest information regarding training for the upcoming flu season	

## Upcoming Deadline Reminder

Subject	Requirement	Deadline	Action and links	Tick when completed
DSP Toolkit	Contractual	30 September 2020	<b>Update: The current submission deadline has been amended from 31 March 2020 to 30 September 2020</b>  Find out more on the <a href="#">PSNC website</a>	
New CPCF Requirements	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:

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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