



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
Flu Training	Service Delivery	Act now	The LPCs have arranged a competitively priced training for the upcoming flu season Click here for dates and booking information	
Flu Service	Service Delivery	Act now	Get ready for the upcoming flu season with the resources on the PSNC website Read the recent announcement regarding expansion of the service here	
Updated Mask Guidance	Staff Safety		See the updated PHE guidance on the use of facemasks by pharmacy staff here	
Risk Assessment Declaration	Contractual	31 July 2020	Window 2 of the NHSBSA Risk Assessment Declaration closes on 31 July. See the PSNC website for further details	
Pandemic Delivery Service	Service Delivery	Ends 31 July 2020 (5 August 2020)	Ensure all staff members are made aware that the service will end on 31 July 2020 Please submit any outstanding claims by 5 August via MYS	
Christmas 2020 <i>Amendments to supplementary hours for 26 December 2020</i>	Pharmacy Business	26 September 2020	26 December this year falls on a Saturday and therefore the Bank Holiday substitute is Monday 28 December. If you wish to amend any supplementary hours on 26 December, you must give at least 3 months' notice to NHSE&I Further details in this PSNC briefing	
DSP Toolkit	Contractual	30 September 2020	Update: The current submission deadline has been amended from 31 March 2020 to 30 September 2020 Find out more on the PSNC website	
PQS 20-21 Part 1 Live	Pharmacy Income	29 January 2021	Full details of part 1 can be found on the PSNC website Supporting information: <ul style="list-style-type: none"> • 10-minute digital guide • Evidence Checklist • FAQ 	
Healthy Living Pharmacy	Contractual	Date to be confirmed – Delated due to COVID-19	Ensure you have your HLP Leader and Health Champion in place in time for the planned changes to the Terms of Service Further details are available on the PSNC website	
Check Shared Mailbox	Pharmacy Business	Ongoing	NHSE&I regularly send important communications to your NHS Shared Mailbox Please ensure sufficient staff have access your Mailbox and that it is checked at least once daily	

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>	
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Regular Tasks

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

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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	

If you require support from the LPC please contact us:

Adam Irvine (Chief Executive Officer)
 Suzanne Austin (Pharmacy Services Manager)
 Alison Williams (Business Support Officer)
 Rachael Fairbrother (LPC Engagement Officer)

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Disclaimer: This guidance has been produced by Community Pharmacy Cheshire & Wirral after reviewing all the information available to us. Every care has been taken in completion of the tracker, but no responsibility can be accepted for any error or consequence of such an error.