



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>Flu Service</b>	Service Delivery	Act now	<p>Get ready for the upcoming flu season with the resources on the <a href="#">PSNC website</a></p> <ul style="list-style-type: none"> <li>• <a href="#">PSNC Early guidance briefing</a></li> <li>• <a href="#">National flu letters and plan</a></li> <li>• <a href="#">Updated PPE Guidance</a></li> </ul> <p>Face to face flu vaccination training is available in Bolton from CHL. Book your place <a href="#">here</a></p> <p>Look out for further details from PSNC</p>	
<b>Bank Holiday Opening Times</b>	Pharmacy Business	31 August 2020	Download a copy of those pharmacies who are open on the August Bank Holiday Monday from the <a href="#">LPC website</a>	
<b>Steroid Emergency Card</b>	Patient Safety	Steroid Cards available to order from 1 September 2020	To support the recent <a href="#">CAS alert</a> the Steroid Emergency Card will be available to order from Primary Care Support England ( <a href="#">PCSE online</a> ) from 1 September 2020	
<b>Christmas 2020</b> <i>Amendments to supplementary hours for 26 December 2020</i>	Pharmacy Business	26 September 2020	<p>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&amp;I</p> <p>Further details in this <a href="#">PSNC briefing</a></p>	
<b>DSP Toolkit</b>	Contractual	30 September 2020	<p><b>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>PQS 20-21 Part 1 Live</b>	Pharmacy Income	29 January 2021	<p>Full details of part 1 can be found on the <a href="#">PSNC website</a></p> <p><b>Training:</b> VirtualOutcomes have developed a module that will walk you through each item on the checklist and give suggestions on what evidence you and the team need to keep. Access <a href="#">here</a></p> <p>Supporting information:</p> <ul style="list-style-type: none"> <li>• <a href="#">10-minute digital guide</a></li> <li>• <a href="#">Evidence Checklist</a></li> <li>• <a href="#">FAQ</a></li> </ul>	
<b>PQS 20-21 Part 2</b>	Pharmacy Income	<b>Starts</b> October 2020	An initial outline of requirements for Part 2 of the 2020/21 Pharmacy Quality Scheme (PQS) can be found on the <a href="#">PSNC website</a> . Look out for further details from PSNC	
<b>Healthy Living Pharmacy</b>	Contractual	Date to be confirmed – Delayed due to COVID-19	<p>Ensure you have your HLP Leader and Health Champion in place in time for the planned changes to the Terms of Service</p> <p>Further details are available on the <a href="#">PSNC website</a></p>	

<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>	
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## Regular Tasks

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

Subject	Requirement	Deadline	Action and links	Tick when completed
<b>Local Services</b>	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	
<b>Check Shared Mailbox</b>	Pharmacy Business	Ongoing	<p>NHSE&amp;I regularly send important communications to your NHS Shared Mailbox</p> <p>Please ensure sufficient staff have access your Mailbox and that it is checked at least once daily</p>	
<b>VirtualOutcomes</b>	Workforce training	Ongoing	<p>A new module will be released every month</p> <p>Access your training <a href="#">here</a></p>	
<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	

## If you require support from the LPC please contact us:

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