



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
DSP Toolkit	Contractual	30 September 2020	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 Parts 1	Pharmacy Income	29 January 2021	Full details of part 1 can be found on the PSNC Website . Training: 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 here .	
PQS 20-21 Part 2	Pharmacy Income	Starts October 2020	Detailed guidance can be found on the PSNC website ; further supporting materials are due shortly from PSNC. Download the LPC PQS2 training summary here . The Aspiration payment window is now open. Contractors who wish to, can claim an Aspiration payment for this scheme, to assist with cash flow. The Aspiration payment can be claimed up until 23:59 on 9 October 2020 through the MYS . Find out more on the PSNC website .	
Personal Protective Equipment	Regulatory and contractor support	Act now	It is now compulsory for community pharmacy staff to wear a face covering in areas that are open to the public and where they come, or are likely to come, within close contact of a member of the public. There is also existing Public PHE guidance on the wearing of face masks in community pharmacy. PSNC have information on the use of facemasks on the PPE webpage . Sign up to the PPE Portal to ensure you have access to stocks and read the latest statement from the NHSBSA here .	
Public Health Campaigns	Health Campaign	1 – 31 October	Find out more about this year's Stoptober campaign on the PSNC website . Please note this is not a mandatory campaign. Mandatory campaigns resume in October with a flu campaign; further details are available on the PSNC website .	
Interim Foundation Pharmacist Programme	Contractor Support	Reply now	As an LPC we are trying to quickly establish how many provisional registrants are working across our patch and how many are registered on the programme. Please respond to the questions in the e-mail that has been sent to you.	
COVID-19 Testing – Priority access	Contractor Support	Act now	Essential workers can access priority testing slots for C19. Find out more, including how to sign up for employer access here . Please note that due to a high demand there is a slight delay in processing requests; we recommend that you prioritise this action.	

Healthy Living Pharmacy	Contractual	Date to be confirmed – Delayed 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	
COVID 19	Contractor Support	Ongoing	Ensure you keep up to date with the national & local guidance: <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 Please contact the LPC if you require urgent support using support@cpcw.org.uk	

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	
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	
VirtualOutcomes	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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