



Community Pharmacy
Cheshire and Wirral



Community Pharmacy Deadline Tracker November 2020

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
PQS 20-21 Parts 1	Pharmacy Income	29 January 2021	Full details of part 1 can be found on the PSNC Website . Access training from VirtualOutcomes here .	
PQS 20-21 Part 2	Pharmacy Income	Declaration window 1 – 28 February 2021	Detailed guidance and supporting materials can be found on the PSNC website . Download the LPC PQS2 training summary here . Access training from VirtualOutcomes here . Access the local anti-biotic formulary to support Domain 1 here . Respond promptly to any messages from your PCN Lead to ensure you are a part of the discussions for the PCN Domains.	
Public Health Campaign – Flu	Contractual	Reporting window to be confirmed	The PharmOutcomes reporting window for this campaign will be available shortly. Look out for further information from your LPC.	
GPCPCS	Service Delivery	From November 2020	This information is due shortly, is likely to subject to continual change and be updated quickly after publication, so please review latest PSNC guidance at https://psnc.org.uk for the most up to date correct information.	
Flu Vaccine Supply	Service Delivery	Date to be confirmed	This information is due shortly, is likely to subject to continual change and be updated quickly after publication, so please review latest PSNC guidance at https://psnc.org.uk for the most up to date correct information.	
Pharmacy Regulation Update	Contractual	Ongoing	Familiarise yourself with the changes to the pharmacy regulations here .	
Pharmacy Profile Update	Contractual	Quarterly (from 1 January 2021)	Ensure your Directory of Services and NHS website profiles are up to date and verify each quarter of the financial year.	
Healthy Living Pharmacy	Contractual	1 January 2021	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 Please note compliance with some of these requirements is being delayed until 1 April 2021.	

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:

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	
Check Shared Mailbox	Pharmacy Business	Ongoing	<p>NHSE&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>	
VirtualOutcomes	Workforce training	Ongoing	<p>A new module will be released every month.</p> <p>Access your training here</p>	
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)	adam@cpcw.org.uk	T: 07795 123165
Suzanne Austin (Pharmacy Services Manager)	suzanne@cpcw.org.uk	T: 07523 056987
Alison Williams (Business Support Officer)	alison@cpcw.org.uk	T: 07828 832782
Rachael Fairbrother (LPC Engagement Officer)	rachael@cpcw.org.uk	T: 07544 873687

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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.