



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 Vaccine 50 - 64 cohort	Service Delivery	From 1 December	The flu vaccination programme will be extended to include the 50-64-year-old cohort from Tuesday 1 December 2020. Find out more on the PSNC website .	
Public Health Campaign – Flu	Contractual	Deadline 4 December	The PharmOutcomes reporting window for this campaign is now open. Please complete on PharmOutcomes by 4 December.	
Pharmacy Profiles Update	Contractual	Christmas 2020	Ensure your Directory of Services and NHS website profiles are up to date.	
Christmas Opening Times Reminder	Contractual – risk of breach notice if not complete	Over the Christmas Period	You are required to notify your patients of the nearest pharmacies open to your pharmacy on the Bank holiday dates if you are closed. Details of pharmacies open over the Bank Holidays will be made available on the LPC website before Christmas.	
Healthy Living Pharmacy	Contractual	1 January 2021	Pharmacy contractors must ensure they are compliant with the HLP requirements from 1 January 2021. Find out more on the PSNC website . Please note: The Distance Selling Pharmacy (DSP) website requirements do not have to be complied with until 1 April 2021.	
Consultation Rooms & Remote Consultations	Contractual	1 January 2021	As a result of HLP becoming a requirement from 1 January 2021, almost all pharmacies will need to have a consultation room. There are exemptions or specifics for small pharmacies and Distance Selling Pharmacies. Further details here .	
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.	
Pharmacy Regulation Update	Contractual	Ongoing	Familiarise yourself with the changes to the pharmacy regulations via the PSNC Regs Explainers which are collated here .	

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	
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.	
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)
 Suzanne Austin (Pharmacy Services Manager)
 Alison Williams (Business Support Officer)
 Rachael Fairbrother (LPC Engagement Officer)

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