



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
Safeguarding	Contractual	From 1 January 2021	<p>From the 1 January it is a requirement under the Community Pharmacy Contractual Framework that all pharmacy professionals have attained Level 2 Safeguarding in the last two years.</p> <p>Further details are available in this document from NHSE.</p> <p>Safeguarding e-learning and assessment can be accessed via CPPE.</p>	
PSNC Pharmacy Advice Audit		w/c 25 January 2021	<p>Pharmacy teams are being encouraged to take part in an audit that will capture information about the reasons why people choose to visit community pharmacies.</p> <p>Find out more (including Team Briefing Sheet, Audit Template and Digital Guide) on the PSNC website</p>	
PQS 20-21 Parts 1	Pharmacy Income	29 January 2021	<p>PQS 1 is a gateway for PQS 2 – ensure you make your declaration before the deadline.</p> <p>Full details are available of the PSNC website here.</p>	
PQS 20-21 Part 2 (Updated)	Pharmacy Income	Declaration window 1-26 February 2021	<p>Update: The PQS Part 2 2020/21 declaration will still take place as planned between 09:00 on 1 February 2021 and 23:59 on 26 February 2021, however, you will have until 30 June 2021 to complete any elements of the scheme you have declared as having met.</p> <p>Detailed guidance and supporting materials can be found on the PSNC website. This now includes a PQS Part 2 Evidence Checklist and PharmOutcomes Framework.</p> <p>Download the LPC PQS Part 2 training summary here. Access training from VirtualOutcomes here.</p> <p>Access the local anti-biotic formulary to support Domain 1 here.</p> <p>Respond promptly to any messages from your PCN Lead to ensure you are a part of the discussions for the PCN Domains.</p>	
PPE Claim		By 12 February 2021	<p>The deadline to make your claim for PPE is 12 February.</p> <p>The PSNC website provides further information regarding how to make your claim here.</p>	
NHS Discharge Medicines Service	Essential Service	From 15 February 2021	<p>Prepare your team for the new essential service:</p> <ul style="list-style-type: none"> • Access the Toolkit • Review the PSNC support documents • Access training from CPPE • Complete the checklist 	

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	
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>	
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.	
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)

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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.