



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>Reminder: Healthy Living Pharmacy (DSPs)</b>	Contractual	1 April 2021	The Distance Selling Pharmacy (DSP) website requirements must be complied with by 1 April 2021.  Find out more on the <a href="#">PSNC website</a> .	
<b>Easter Opening Times Reminder</b>	Contractual – risk of breach notice if not complete	Over the Easter 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 available on the <a href="#">LPC website</a> .	
<b>Pandemic Delivery Service</b>	Service Delivery	31 March 2021/30 June 2021	The Pandemic Delivery Service for Clinically Extremely Vulnerable patients will end on 31 March 2021 as shielding comes to end.  The service will continue for patients who have been notified of the need to self-isolate by NHS Test and Trace until 30 June 2021.  Find out more on the <a href="#">PSNC website</a> .	
<b>Pharmacy Profile Update</b>	Contractual	Quarterly	Ensure your Directory of Services and NHS website profiles are up to date and verify each quarter of the financial year.	
<b>GPCPCS implementation</b>	Service Delivery	30 June 2021 (to claim your fee via MYS)	Watch the <a href="#">LPC GPCPCS webinar on-demand</a> and download our <a href="#">briefing</a> ; this will support you to meet the requirements of Annex F and provide details of how the service will be implemented locally. <ul style="list-style-type: none"> <li>• Access clinical training for pharmacists via the <a href="#">RPS</a></li> <li>• Access training for the pharmacy team via <a href="#">VirtualOutcomes</a></li> <li>• Find out more about GPCPCS and read the updated service specification and toolkit on the <a href="#">PSNC website</a></li> <li>• Download and start to complete the <a href="#">GPCPCS Community Pharmacy Action Plan</a></li> </ul>	
<b>DSP Toolkit (Upcoming Deadline)</b>	Contractual – risk of breach notice if not complete	30 June 2021	The deadline for completion of the 2020/21 toolkit is 30 June 2021.  Find out more on the <a href="#">PSNC website</a>	
<b>Annual Complaints report</b>	Contractual	<b>Not required</b>	<b>NHSE&amp;I have confirmed that they will not require annual complaints report.</b>	
<b>COVID 19</b>	Contractor Support	Ongoing	Ensure you keep up to date with the national & local guidance: <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> </ul>	

- Look out for the most up to date information and guidance via your NHS Shared Mailbox

## 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	<i>Typically</i> , 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	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	
<b>VirtualOutcomes</b>	Workforce training	Ongoing	A new module will be released every month.  Access your training <a href="#">here</a>	
<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:

Adam Irvine (Chief Executive Officer)  
 Suzanne Austin (Pharmacy Services Manager)  
 Alison Williams (Business Support Officer)  
 Sara Davies (Engagement Officer)

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