



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
Pharmacy Collect C-19 Test Distribution Service - Data Recording	Service Delivery	Weekly	Data for this service should be recorded on MYS before the close of play on the last trading day of each week. Find out more on the PSNC website . Access further information and the PSNC FAQ here .	
May Bank Holiday Opening Times Reminder	Contractual – risk of breach notice	Over the May Bank Holidays	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 LPC website .	
Pandemic Delivery Service	Service Delivery	30 June 2021	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 PSNC website .	
GPCPCS implementation	Service Delivery	30 June 2021 (to claim your fee via MYS)	Watch the LPC GPCPCS webinar on-demand and download our briefing ; 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"> • Access clinical training for pharmacists via the RPS • Access training for the pharmacy team via VirtualOutcomes • Find out more about GPCPCS and read the updated service specification and toolkit on the PSNC website • Download and start to complete the GPCPCS Community Pharmacy Action Plan 	
Claiming for Easter Sunday Rota and May Bank Holiday Rota	Pharmacy Income	Within 28 days of the rota	Those pharmacies who opened as part of the Cheshire and Mersey rota should submit their claim within 28 days of the rota. A copy of the form can be downloaded here ; please send to ENGLAND.CMPharmacy@nhs.net	
Vaccination Training	Service Delivery	Ongoing	Please see the LPC website for details of local vaccination training.	
DSP Toolkit (Upcoming Deadline)	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 PSNC website	
Pharmacy Quality Scheme (Upcoming Deadline)	Pharmacy Income	30 June 2021	The declaration period for PQS ended on 1 March 2021, however contractors were given flexibility until 30 June 2021 to collate the evidence to demonstrate that they are compliant with the requirements of some domains.	

			Find out more on the PSNC website and ensure you have the evidence you need.	
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 	

Regular Tasks

The following tasks need to be completed on a daily/monthly basis:

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Local Services	Pharmacy income	<i>Typically</i> , 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	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)
 Gary Pickering (Pharmacy Services Manager)
 Alison Williams (Business Support Officer)
 Sara Davies (Engagement 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.