



If you are part of a pharmacy group or multiple, please liaise with your company managers/head office as necessary

Subject	Requirement	Deadline	Action and links	Tick when completed
30 June Deadlines	Contractual/ Service Delivery	30 June 2021	<p>Access information regarding the 30 June contractual requirements on the PSNC website:</p> <ul style="list-style-type: none"> • GPCPCS – Complete annex F and claim the set-up payment • Complete the DSP Toolkit • Update your NHS website profile • Complete outstanding PQS Actions • Update your DOS profile 	
Pandemic Delivery Service	Service Delivery	30 September 2021	<p>This service is for people who have been notified of the need to self-isolate by NHS Test and Trace.</p> <p>Find out more on the PSNC website.</p> <p>** NOTE: The announcement to extend this service from 30 June to 30 September 2021 was made on 9 June 2021 **</p>	
CPAF	Contractual	24 July 2021	<p>All contractors are required to complete the CPAF screening by 24 July 2021.</p> <p>Find out more on the PSNC website.</p> <p>Download the PSNC briefing here.</p>	
Cheshire CCG Palliative Care Audit	Pharmacy Income	14 July 2021	<p>Ensure you complete your quarterly PharmOutcomes submission for April – June 2021.</p>	
Pharmaceutical Needs Assessment (PNA)	Pharmacy Contract	15 August 2021	<p>Please complete the PharmOutcomes template to provide the information that will inform the next set of PNAs.</p> <p>Further details, including information for multiple pharmacy groups, can be found in a message which was sent to both your PharmOutcomes inbox and branch email addresses on 22 June.</p>	
Get Ready for Flu	Service Delivery	Ongoing	<p>Check the update published by PSNC to ensure you have the training you need for the 21/22 season.</p>	

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.

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:

Subject	Requirement	Deadline	Action and links	Tick when completed
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	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	
VirtualOutcomes	Workforce training	Ongoing	A new module will be released every month. Access here	
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)

adam@cpcw.org.uk
suzanne@cpcw.org.uk
gary@cpcw.org.uk
alison@cpcw.org.uk
sara@cpcw.org.uk

T: 07795 123165
 T: 07523 056987
 T: 07921 853432
 T: 07828 832782
 T: 07544 873687

Follow us on Twitter
 Visit our website

@CPCW_Matters
<https://www.cpcw.org.uk/>

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.