



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
COVID Vaccination EOI	Service Delivery	5pm on 28 July 2021	<p>Access key documents to support you with your expression of interest on the PSNC website</p> <p>Access the webinar from NHSE&I on demand here</p> <p>Access the Cheshire & Mersey video from the local NHSE team and LPCs here</p>	
Covid Costs Claim	Contractor income	15 August 2021	<p>Ensure you are ready to complete your claim by accessing these PSNC resources:</p> <ul style="list-style-type: none"> • PSNC Briefing 016/21: Funding for COVID-19 related costs – summary and FAQs • PSNC Briefing 020/21: COVID-19 Costs – Background and NHSBSA claim form overview • PSNC Briefing 021/21: COVID-19 Costs – Further guidance and claim-related FAQs <p>Register for the PSNC webinar on Monday 2 August at 7.30pm here</p> <p>Watch the first PSNC webinar on demand here</p> <p>Further questions can be sent to info@psnc.org.uk</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>	
GPCPCS	Service Delivery	Ongoing	<p>Read the latest information and access supporting documents on the LPC website</p> <p>Access the CPCS training resources for the whole pharmacy team from VirtualOutcomes here</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.

Subject	Requirement	Deadline	Action and links	Tick when completed
COVID 19	Contractor Support	Ongoing	Ensure you keep up to date with the national & local guidance: <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.