



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
August Bank Holiday Directed Rota	Contractual	August Bank Holiday	Details of the pharmacies directed to open on Monday 30 August can be viewed/downloaded here	
End of temporary suspension of signatures on prescriptions	Contractual	From 1 September 2021	Read the update from PSNC here Start making plans to return to capturing of signatures on NHS prescriptions/tokens and review current submission processes to include relevant tokens with monthly bundles from September	
CPCW LPC AGM and Special Meeting	Governance	15 September 2021	Check your NHS shared mailbox for further details of this year's AGM and Special Meeting. Details can also be viewed on our website here	
PQS	Pharmacy income	On-going	Following the publication of initial details of the PQS for 2021/22 we recommend you start to work on the following: <ul style="list-style-type: none"> • Read the PSNC announcement • Check the number of NMS provisions claimed since 1 April 2021 to determine if you need to take action to meet the relevant Gateway criterion • Review the training requirements - use the PSNC briefing here • Engage with your community pharmacy PCN Lead to begin developing a plan to increase flu vaccination uptake Read more about how your pharmacy can make a start on 2021/22 PQS on the PSNC website	
Get ready for Flu	Service Delivery	On-going	If you are planning to deliver the NHS Flu vaccination service this year, we recommend that you: Check the latest update published by PSNC to ensure you have the training you need and read the PSNC Briefing <ul style="list-style-type: none"> • Read the latest Flu Letter from the DHSC, PHE and NHSE&I • Read the complete service specification • Ensure the training of all staff providing vaccinations is up to date, and that support staff are aware of the service and eligible cohorts • Ensure that all pharmacists have signed the Declaration of Competence within the last two years • Ensure your SOP is up to date • Ensure all staff providing vaccinations read and sign the national PGD or relevant national protocol • Use the checklist at the end of this PSNC Briefing to confirm all required pharmacy actions are complete 	

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
Requirement to submit NMS quarterly information	Contractual	Quarterly	You are now required to re-start submitting your completed NMS summary data to NHSBSA each quarter Data must be submitted to the NHSBSA within 10 working days from the last day of the quarter. Find out more here	
GP CPCS	Service Delivery	Ongoing	Read the latest information and access supporting documents on the LPC website Access the CPCS training resources for the whole pharmacy team from VirtualOutcomes here	
CPPE	Training	On-going	<ul style="list-style-type: none"> Download the CPPE NW Newsletter here Download the CPPE workshop flyer 	
Vaccinations for staff entering care homes	Patient Safety	The regulations will come into force on 11 November	If you provide services to care homes familiarise yourself with the DHSC guidance on the new regulations which make COVID-19 vaccination a requirement for NHS staff entering care homes This includes all staff in NHS commissioned services going into care homes	
COVID 19	Contractor Support	On-going	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	

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
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.