



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
New Year's Day Opening	Contractual	30 September 2021	1 January 2022 is a normal working for community pharmacy contractors. You must notify/apply to NHSE&I for any changes no later than the 30 September 2021 Access the PSNC briefing here	
Update NHS Website & DOS (Directory of Service) Profile	Contractual	By 30 September 2021	Verify and, where necessary, update the information contained in your NHS website profile and your DOS profile at least once each quarter of the financial year. For the current financial quarter, the deadline for completing this is 30 September 2021 Find out more on the PSNC website	
Changes to Pharmacy Collect (Lateral Flow Distribution Service)	Service Delivery	From 4 October 2021	Amendments to the service have been agreed from 4 October 2021 Full details of the changes and an updated service specification are available on the PSNC website	
PQS Aspiration Payment	Pharmacy Income	4-29 October 2021	You will be able to claim an aspiration payment for PQS in advance of your full declaration. MYS will be open from 4 - 29 October. Find out more on the PSNC website	
Hypertension Case Finding Service	Webinar to support service delivery	7 October 2021	Book on to the PSNC webinar to support the service here Find out more about the service on the PSNC website	
CPCS IT Provision: Support for switchover	Webinar to support service delivery	14 October 2021	Book your place on the NHSE&I webinar to find out more about the changes Further details can be found on the PSNC website	
Requirement to submit NMS quarterly information	Contractual	10 th working day of October	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	
Services to Care Homes	COVID Vaccination requirement	Act now for the 11 November 2021 Deadline	COVID-19 vaccination is a requirement for people working or deployed in care homes from 11 November 2021, this includes community pharmacy staff entering care homes. Further details and actions that must be followed are available on the PSNC website	
NHS Flu Service	Service Delivery	On-going	Read the latest article from your LPC regarding the choice of vaccine for this year's flu season.	

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.

Pharmacy Quality Scheme	Pharmacy income	On-going	<p>Ensure your team is ready for PQS. Access the key resources below:</p> <ul style="list-style-type: none"> • NHSE&I Guidance • PSNC Briefing 034/21: Pharmacy Quality Scheme – Important dates for the diary • PSNC Briefing 025/21: Pharmacy Quality Scheme – Summary of the training requirements for the 2021/22 Scheme • PSNC Briefing 029/21: Pharmacy Quality Scheme – Guidance for pharmacy contractors on the PCN domain (August 2021) • PSNC / Community Pharmacy Patient Safety Group - Resource to complete the patient safety report • Watch the PSNC webinar on demand • Access the PSNC PQS hub page 	
--------------------------------	-----------------	----------	---	--

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 the 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.