

November 2018 Deadline Tracker

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
Patient Returned Medicines Waste	Contractual – risk of breach notice if not complete	Onwards from 1 st October	Anenta Ltd now deliver the MANAGEMENT of the patient returned clinical waste services from 1 st October 2018. You must complete a short online form confirming the details of your premises from 1 st October 2018. More information here	
NHS England Community Pharmacy National Audit 2018/19	Contractual – risk of breach notice if not complete	This audit is to be conducted over a one-week period (or longer, if necessary, to collect data from a minimum of 10 patients) between 24 October and 16 December 2018	<p>More information on how to conduct this audit can be found in the guidance here where you can also find manual data collection form .</p> <p>Once you have collected the data, please visit the online portal here to submit your data. Please note that the portal will at midnight on 30 December 2018 – please ensure you have submitted your data before this date to ensure you are compliant with your contractual Terms of Service.</p> <p>Additional help and support including frequently asked questions visit our dedicated webpage here</p>	
Help Us Help You winter campaign	Good Practice to participate	Onwards from 26 th October 2018	‘Help Us Help You’ winter campaign - a series of winter campaigns under one brand.	
Flu Advanced Service	Pharmacy Income and public health	<p>Ongoing till 31st March 2019.</p> <p>1st November 2018</p>	<p>CPSS Eight-point Guide to providing the NHS Advanced Flu Service and how to claim. Community pharmacy contractors can claim payment monthly for NHS Flu Vaccination, via either the paper claim form or the webform provided by the NHS BSA (BUT NOT BOTH)</p> <p>Use PharmOutcomes to record data and notify GP practice</p> <p>On 1st November, the second e-mail with a unique URL will be sent to all premises-shared NHSmail accounts for contractors to start completing their flu declaration for October digitally.</p>	
Falsified Medicines Directive (FMD)	Pharmacy Business Legal Compliance	7 th February 2019	Read the PSNC briefing and log on to the PSNC FMD Webinar here	
Quality Payments	Pharmacy Income	<p>15th February Review point</p> <p>From between 5th</p>	<p>https://psnc.org.uk/services-commissioning/essential-services/quality-payments/</p> <p>Changes to the Scheme are summarised in PSNC Briefing 051/18: A summary of the second Quality Payments Scheme 2018/19. The PSNC Quality Payments webinar is now available on demand and guides you through the updated gateway and quality criteria and is available here</p> <p>CPPE support for achieving the risk management and children’s oral health quality criteria: https://www.cppe.ac.uk/services/quality-payments</p> <p>Ensure the results of the CPPQ from the last 12 months are uploaded to the pharmacy’s NHS website (NHS.UK) profile in a Portable Document Format (PDF) file format.</p> <p>Check and update Directory of Services (DoS) records for your</p>	

		November 2018 and will until 15 th February 2019.	pharmacy. https://dos-profile.service.nhs.uk	
Local Services	Pharmacy income	By 5 th of every Calender month	Please claim all your Public Health Service Via PharmOutcomes or as guided on our monthly service checklist here. Pharmacy Service Checklist- East Sussex Pharmacy service Checklist- West Sussex Pharmacy Service Checklist- Surrey Brighton and Hove Services – BHCC services listed under East Sussex LPC Tab Make sure expecially for Stop Smoking that lost to follow up and unsuccessful clients are entered on PharmOutcomes to generate appropriate fee.	
Medical Cannabis available on NHS prescriptions	Legal knowledge	From 1 st November 2018	Ensure pharmacists and pharmacy teams are aware of the new guidance around of cannabis-based medicines from Schedule 1 to Schedule 2 Controlled Drugs guidance: https://psnc.org.uk/our-news/medicinal-cannabis-available-on-nhs-prescriptions/	
Pre-Reg Payments	Pharmacy Income	Monthly	Check if necessary with your head office to make that you are receiving your Pre-Registration Pharmacist Payments. For advice contact england.southeastpharmacypayments@nhs.net	
IG Toolkit - new version available to complete	Contractual – risk of breach notice if not complete	By 31 st March 2019	Replacement for IG toolkit now available to complete The Data Security and Protection (DSP) Toolkit for 2018/19 ; this replaces the Information Governance toolkit that contractors have completed in previous years. More information here	
Log into Pharmacy Premises NHSMail	Essential daily task to get vital contractual communications from NHS England and NHSBSA.	Every day task	The ‘Shared NHS Mail account’ does not have its own password. You get into it via personal NHSMail accounts that are linked to it. Help how to do this, any problems accessing or using, and guidance for all staff including locums. NHS England are now only sending information to community pharmacies to arrive in the Pharmacy Premises (Shared) NHS Mail account. For the next Quality Payment review point every pharmacy must be able to send and receive NHSmail from their premises NHS Shared Mail account which must have at least TWO live linked accounts. Access the CPSS on demand webinar: Your Pharmacy Premises Shared NHS Mail box WEBINAR – How to get essential information into your pharmacy every day	
Please note: For public health services commissioned by your Local County or City Council, it is ac contractual requirement to notify them if your pharmacy is no longer providing a service. Local Public Health Service Contacts can be found on our website				

For further advice and support from Community Pharmacy Surrey & Sussex Team, please contact us by

Email to LPC@communitypharmacys.co.uk

Call us on 01372 417726

Direct Message us on Twitter [@CPSS LPCs](#)

Or visit our website www.communitypharmacys.co.uk