


## January 2019 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
<b>MUR/NMS Quarterly Submission</b> October to December'18	Contractual – risk of breach notice if not complete	Within the first 10 working days of January 2019	<a href="https://www.nhsbsa.nhs.uk/pharmacies-gp-practices-and-appliance-contractors/dispensing-contractors-information/medicines-use">https://www.nhsbsa.nhs.uk/pharmacies-gp-practices-and-appliance-contractors/dispensing-contractors-information/medicines-use</a>  Help to do this available on our website <a href="#">here</a>	
<b>Flu Advanced Service</b>	Pharmacy Income and Public Health	<b>Ongoing till 31<sup>st</sup> March 2019.</b>	Community pharmacy contractors can claim payment monthly for NHS Flu Vaccination, via <b>either the paper claim form or the webform provided by the NHS BSA (BUT NOT BOTH)</b> Use <a href="#">PharmOutcomes</a> to record data and notify GP practice.	
<b>Drug Tariff distribution changes</b>	Preference of Drug tariff book or electronic	<b>Register by 10<sup>th</sup> January 2019 if prefer a paper copy</b>	Pharmacies will <b>not receive a paper copy of the drug tariff from February 2019</b> unless: They opt-in to continue to receiving paper copies; the deadline for registration to receive monthly DT is the 10 <sup>th</sup> January by emailing <a href="mailto:DTBSurvey@nhs.net">DTBSurvey@nhs.net</a> For contractors who choose not to opt in, they will continue to receive one copy of paper DT in January each year and will then need to access the PDF or Electronic versions available on NHSBSA website.	
<b>Christmas Day Opening Rota Claim Payment</b>	Pharmacy Income	<b>Upto 30 days after the rota opening( can be claimed till the 24<sup>th</sup> January 2019)</b>	This payment is only claimed by pharmacy if you were directed to open on Christmas Day 25 <sup>th</sup> December 2018 by NHS England South (South East) either through a DES or LES agreement. Please find the claim form below.   monitoring and payment claim form.	
<b>Changes to opening hours of pharmacy</b>	Contractual Requirement	<b>By giving at least 90 days notice</b>	If you wish to change your core and /or supplementary opening hours, please email the appropriate change request form to <a href="mailto:england.southeastmarketentry@nhs.net">england.southeastmarketentry@nhs.net</a> . Changes to the core hours <b>must</b> be approved by NHSE, giving at least 90 days' notice in both instances. The DoS profile updater is not substitute to the formal process set out above.	
<b>Easter Bank Holiday Opening trading intentions</b>	Contractual Requirement	<b>Friday 1<sup>st</sup> March 2019</b>	Community Pharmacies who intend to open over Easter 2019 bank holiday please update their Easter Opening hours on the DoS. NHS England will be using this information in place of standard trading intentions form to collate opening hours. Where no information has been provided the DoS will show a pharmacy as closed.	
<b>Quality Payments</b>	Pharmacy Income	<b>Review Point 15<sup>th</sup> February 2019</b>	Changes to the Scheme are summarised in <a href="#">PSNC Briefing 051/18: A summary of the second Quality Payments Scheme 2018/19</a> .	

# Community Pharmacy Surrey & Sussex

On behalf of East Sussex, West Sussex and Surrey LPCs



<b>Quality Payments Gateway Criteria Report</b>	Pharmacy Income	<b>Updated Every Friday until 22<sup>nd</sup> February 2019</b>	<p>Community pharmacy contractors are now able to view <u><a href="#">weekly gateway criteria report</a></u> on the NHS Business Services Authority (NHS BSA) website, which details contractors who have been assessed, using national datasets, as meeting four of the five gateway criteria (Advanced Services, NHS website, Community Pharmacy Patient Questionnaire (CPPQ) and NHSmail).</p> <p>Contractors are therefore encouraged to check this report to see if the national datasets show they have met the four gateway criteria as detailed above and if not, take corrective action as soon as possible to ensure they meet the criteria by the review point.</p>	
<b>Quality Payments DOS Profile Viewer</b>	Pharmacy Income	<b>From between 5<sup>th</sup> November 2018 until 15<sup>th</sup> February 2019.</b>	Check and update Directory of Services (DoS) records for your pharmacy. <a href="https://dos-profile.service.nhs.uk">https://dos-profile.service.nhs.uk</a>	
<b>Quality Payments NHS.UK entry (previously known as NHS Choices)</b>	Pharmacy Income	<b>Updater opens 3<sup>rd</sup> Decemeber 2018 till 15<sup>th</sup> February 2018</b>	<p>You are required to <b>EDIT or VALIDATE three sections</b> of the NHS Website.</p> <p>We recommend that this is done when the updater opens on 3<sup>rd</sup> December 2018, so errors can be identified and rectified ahead of review.</p>	
<b>Quality Payments IT operating system compliance with the NHS Digital Warranted Environment Specification (WES)</b>	Pharmacy Income	<b>To be done by 15<sup>th</sup> February 2019 Review Point</b>	<p>The contractor must have consulted the NHS Digital Warranted Environment Specification (WES) and/or their System Supplier(s) and have reassured themselves, and can demonstrate, that all their operating system and browser versions currently in use in their pharmacy to link to NHS Digital systems, such as the Electronic Prescription Service and Summary Care Record, comply with the WES; and are therefore supported by NHS Digital for connectivity to NHS Spine systems’.</p> <p>For More info <a href="#">here</a></p>	
<b>Staff training to Support Quality Payments</b>	Pharmacy Income	<b>To be done by 15<sup>th</sup> February 2019 Review Point</b>	<ul style="list-style-type: none"> <li>➤ 80% of all registered pharmacy Professional have completed the CPPE Risk Management</li> <li>➤ 80% of staff that provide the healthcare advice to the Public have completed the CPPE Children’s oral health training assessment.</li> </ul> <p>CPPE support for achieving the risk management and children’s oral health quality criteria: <a href="https://www.cppe.ac.uk/services/quality-payments">https://www.cppe.ac.uk/services/quality-payments</a></p>	
<b>Quality Payments NSAIDs Audit</b>	Pharmacy Income	<b>To be done over a two week period from November 2018 to 15<sup>th</sup> February 2019</b>	<p>The Quality Payment <a href="#">NSAID Audit</a> is now available.</p> <p>Contractors can choose to enter the data directly onto a web-based platform or use the paper form (a standalone form is available at <a href="https://psnc.org.uk/qpaudit">psnc.org.uk/qpaudit</a>) to collect the data and then transfer the data onto a web-based platform to submit their results to NHS BSA. Two web-based systems are available for the audit; <a href="#">PharmOutcomes*</a> or the <a href="#">NHS BSA Snap Survey</a>.</p>	

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<b>Quality Payments – HLP accreditation</b>	Pharmacy Income	<b>Review Point 15<sup>th</sup> February 2019</b>	Community Pharmacy contractors are reminded that if their pharmacy was accredited as Healthy Living Pharmacy (HLP) Level 1 locally or through the professional led self-assessment process this accreditation is only valid for two years. Valid accreditation is required to meet the HLP criterion of the Quality Payments Scheme. Learn more: <a href="http://ow.ly/clbh30mHANm">ow.ly/clbh30mHANm</a>	
<b>Falsified Medicines Directive (FMD)</b>	Pharmacy Business Legal Compliance	<b>9<sup>th</sup> February 2019</b>	Read the PSNC briefing and log on to the PSNC FMD Webinar <a href="#">here</a>	
<b>Local Services</b>	Pharmacy income	<b>By 5<sup>th</sup> of every Calendar month</b>	Please claim all your Public Health Service Via <a href="#">PharmOutcomes</a> or as guided on our monthly service checklist here. <a href="#">Pharmacy Service Checklist- East Sussex</a> <a href="#">Pharmacy service Checklist- West Sussex</a> <a href="#">Pharmacy Service Checklist- Surrey</a> <a href="#">Brighton and Hove Services – BHCC services listed under East Sussex LPC Tab</a>	
<b>IG Toolkit - new version available to complete</b>	Contractual – risk of breach notice if not complete	<b>No later than 31<sup>st</sup> March 2019</b>	Replacement for IG toolkit now available to complete The <a href="#">Data Security and Protection (DSP) Toolkit for 2018/19</a> ; this replaces the Information Governance toolkit that contractors have completed in previous years. More information <a href="#">here</a>	
<b>Register for Funded Leadership Training</b>	Workforce training/forward planning	<b>By 15<sup>th</sup> Jan 2019 for London venue cohort starting 26<sup>th</sup> Feb 2019</b>	For helping to lead your HLP team into the future & develop your leadership and management skills to drive quality services in community pharmacy. <a href="#">CPPE leadership for community pharmacy webpage.</a>	
<b>Register for Funded Post-registration community pharmacist training</b>	Workforce training/forward planning	<b>Ongoing till March 2019 - limited places available.</b>	To achieve your Post Graduate Certificate and advance your clinical skills. More information on our website <a href="#">here</a>	
Please note: For public health services commissioned by your Local County or City Council, it is a contractual requirement to notify them if your pharmacy is no longer providing a service. <a href="#">Local Public Health Service Contacts can be found on our website</a>				
For any local events or training in Surrey and Sussex please visit <a href="http://communitypharmacys.co.uk/our-events/">http://communitypharmacys.co.uk/our-events/</a>				

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

Email to [LPC@communitypharmacys.co.uk](mailto:LPC@communitypharmacys.co.uk)

Call us on 01372 417726

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

Or visit our website [www.communitypharmacys.co.uk](http://www.communitypharmacys.co.uk)