



May 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
Community Pharmacy Annual Clinical Governance Requirement	Contractual Requirement	As soon as practicable after 31st March 2019	Complaints report: To prepare an annual report each year and send a copy to the local NHS England team on england.southeastcommunitypharmacy@nhs.net as soon as practicable after 31 March 2019 . Please read our PSNC Briefing: ow.ly/xGjb30nGp4r	
Display May Bank Holiday Opening Times	Contractual – risk of breach notice if not complete	As soon as	In addition to your own preparation: Share our Locum/weekend staff guide to NUMSAS Use our Bank Holiday Notice – Generic Use our May Bank Holiday Instalment Collection Guide 2019	
Public Health Campaign ‘Children’s Oral Health Campaign’	Contractual Requirement	13 th May 2019 to 13 th June 2019	<p>This Public health campaign will complement with National Smile Month. The pharmacy campaign is aimed at children under the age of 5 years and their families/carers.</p> <p>This campaign is supported by Colgate as commercial partners. Resources to support this campaign will be distributed to all pharmacies by Colgate during w/c 29 April.</p> <p>In brief, the key messages are around:</p> <ul style="list-style-type: none"> • Limiting sugar intake • Commencing tooth brushing as soon as the first tooth erupts, using a small amount of fluoride toothpaste • Attending the dentist regularly, ideally starting before the child’s first birthday. <p>Please find attached:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  OH campaign letter to Pharmacies FINAL </div> <div style="text-align: center;">  PHE quick guide to a healthy mouth in c </div> </div> <p>Here is the link to CPPE resources https://psnc.org.uk/communitypharmacys/wp-content/uploads/sites/121/2019/04/CPPE-resources-to-help-with-Child-Oral-Health-campaign-2019.pdf</p>	
Renewal of Public Health Local Service Level Agreements (PHLSA’s)	Pharmacy Income	Look out for County Specific Dates Please note if you are a part of a multiple then this will be	<p>For Surrey pharmacies: No action needed</p> <p>For West Sussex Pharmacies: No action needed.</p> <p>For East Sussex Pharmacies: Look out for Communications in May 2019.</p>	

Community Pharmacy Surrey & Sussex

On behalf of East Sussex, West Sussex and Surrey LPCs



		done centrally for you.	For Brighton & Hove Pharmacies: Look out for Communications in May 2019.	
Local Services	Pharmacy income	By 5th 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	
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	
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. Local Public Health Service Contacts can be found on our website				
Price Concession Reporting : Use this form to report medicine shortage to PSNC where the product can only be obtained at a price higher than the Drug Tariff listed price and submit it along with a scan or photo of the invoice you have received from your wholesaler.				

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

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