

Deadline Tracker for March 2020

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
Coronavirus (COVID-19)	Essential	Daily until further notice	<p>Please keep up to date with information relating to the outbreak of coronavirus in China, including the current situation in the UK and Europe and information about the virus and its symptoms.</p> <ul style="list-style-type: none"> - Practical guidance to support primary care teams in managing contact with, and presentations of, patients who suspect they may have COVID-19 (based on COVID-19 interim guidance for primary care) - The Standard Operating Procedure for Community Pharmacy can be found here. - More info including the posters to display can be found on the PSNC page here. - Business Continuity Information for pharmacies including closures notification information can be found here. 	
Community Pharmacy Annual Clinical Governance Requirement	Contractual Requirement	By 31 st March 2020	<p>Community Pharmacy Patient Questionnaire (CPPQ)- To conduct an annual CPPQ for 2019-20 and publish the results by 31st March 2020. Further information including the number of questionnaires you need to complete can be found here.</p> <p>Clinical audit: To conduct two audits each year: one on a topic of your choice and one nationally determined by NHS England and NHS Improvement (NHSE&I). The National Clinical Audit for 2019/20 is Antimicrobial Stewardship. More information and guidance on how to complete the audit can be found here.</p> <p>Complaints report: To prepare an annual complaints 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 2020. More information can be found here.</p>	
Data Security and Protection Toolkit (previously known as IG toolkit)	Contractual Requirement	By 31 st March 2020	<p>Providers of NHS services within England, including community pharmacy contractors, are required to give information governance assurances to the NHS each year via the online self-assessment: the Data Security and Protection Toolkit (previously called the 'IG toolkit').</p> <ul style="list-style-type: none"> • For resources to assist community pharmacies completing the toolkit please click here. • Local information to assist you completing the tool kit can be found here. 	
NHS Flu Vaccination Advanced service	Pharmacy Service Income	Ends on 31 st March 2020	<p>Community pharmacy contractors can claim payment monthly for NHS Flu Vaccination on Manage Your Service (MYS). Please ensure at the end of the day (on 31st March 2020) to remove any promotional materials for the Flu Vaccination Service and ensure all staff are aware that the</p>	

			<p>service has now finished for 2019/20.</p> <p>Flu vaccine ordering for 2020/21: NHS England and NHS Improvement (NHSE&I) have issued a letter to provide advice on ordering appropriate flu vaccines for the 2020/21 season. More information can be found here.</p>	
Community Pharmacy Consultation Service (CPCS) - IT equipment	Contractual Requirement	By 1 st April 2020	The service specification for CPCS requires that from 1st April 2020, the pharmacy must have IT equipment accessible within the consultation room to allow contemporaneous records of the CPCS consultations to be made within the CPCS IT system. For more info read here .	
Healthy Living Pharmacy (HLP) contractual changes	Contractual Requirement	By 1 st April 2020	From 1 st April 2020, HLP becomes essential service as part of the Community Pharmacy Contractual Framework and all Contractors will be required to be HLP Level 1 as part of their Terms of Service. For more info read information here .	
Renewal of PHLSA	Pharmacy income	Look out for County Specific information	<p>For Surrey pharmacies. All pharmacies should have received and returned their renewal by now. If not already responded, then please email publichealthclaims@surreycc.gov.uk as soon as possible</p> <p>For West Sussex Pharmacies: No action required. Contracts were awarded via portal.</p> <p>For East Sussex Pharmacies: Communication has been sent by Public Health team and to be completed and respond back by 25th March 2020.</p> <p>For Brighton & Hove Pharmacies: No Action required</p> <p>Please note if you are a part of a multiple then this will be done centrally for your pharmacy.</p>	
EPS phase 4 NHS Digital	Contractual Requirement	From 3 rd March 2020 onwards	<p>EPS Phase 4 rollout begins in Surrey & Sussex. NHS Digital previously announced that it will be rolling out EPS Phase 4 to additional GP practices using the TPP System One GP system (from 18 November 2019), so all community pharmacy teams should be aware that they could start to receive EPS Phase 4 tokens from patients to process regardless of where they are located.</p> <p>For more information on EPS Phase 4 roll out , token and dispensing read here.</p>	
CPCS service claiming	Pharmacy income	By 5 th of every month	Although service activity recorded onto PharmOutcomes will prepopulate the MYS Claim screen , contractors are still required to login to the MYS Portal to confirm and submit the claim.	
Transfer of Care Around Medicines	Good Practice	Daily	<p>TCAM is about supporting patients when they leave hospital. When some patients leave hospital, they can need extra support taking their prescribed medicines. This may be because their medicines have changed, or they need a bit of help taking their medicines safely and effectively. The referrals come through to community pharmacy via PharmOutcomes. Please find the TCAM brochure for Community Pharmacy Surrey and Sussex here.</p> <p>Please Note: TCAM live in the following trust</p> <ul style="list-style-type: none"> • Eastbourne District General Hospital and Conquest (live since 1st April 2019) • Ashford and St Peter's Hospital, Surrey (live since 14th October 2019) 	

			<ul style="list-style-type: none">• Surrey and Borders Partnership (live since 1st November 2019)• Royal Surrey Hospital (going live from 2nd March 2020)	
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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](https://twitter.com/CPSS_LPCs) Or visit our website www.communitypharmacys.co.uk

Keeping you informed. Look out for:

- News Roundup: Next on 10th March 2020
- [View news archive](#)
- To sign up to the CPSS news roundup please click [here](#).
- To sign up to the PSNC newsletter please click [here](#).