

If you are part of a pharmacy group or multiple, please liaise with your company managers/head office

Date Sensitive Tasks

The following tasks need to be completed on by the date specified below:

Subject	Requirement	Deadline	Action and links	Tick when completed
Personal Protective Equipment	Regulatory and contractor support	Act now	<p>Sign up to the PPE Portal to ensure you have access to stock and read the latest statement from the NHSBSA here.</p> <p>There is also existing Public PHE guidance on the wearing of face masks in community pharmacy.</p> <p>PSNC have information on the use of facemasks on the PPE webpage.</p>	
Flu Vaccine 50-64 Cohort	Service Delivery	From December 1st	<p>The flu vaccination programme will be extended to include the 50-64-year-old cohort from Tuesday 1st December 2020.</p> <p>Find out more on the PSNC website.</p>	
Public Health Campaign - Flu	Contractual	Deadline 4th December	<p>The PharmOutcomes reporting window for this campaign is now open.</p> <p>Please complete on PharmOutcomes by December 4th.</p>	
Christmas Opening Times Reminder	Contractual – risk of breach notice if not complete	Over the Christmas Period	<p>You are required to notify your patients of the nearest pharmacies open to your pharmacy on the Bank holiday dates if you are closed.</p> <p>Details of pharmacies, open over the Bank Holidays are available on the LPC website.</p>	
Pharmacy Profile Update	Contractual	Christmas 2020	<p>Ensure your Directory of Services and NHS website profiles are up to date.</p>	
Consultation Rooms & Remote Consultations	Contractual	1st January 2021	<p>As a result of HLP becoming a requirement from 1st January 2021, almost all pharmacies will need to have a consultation room. There are exemptions or specifics for small pharmacies and Distance Selling Pharmacies. Further details here.</p>	

Healthy Living Pharmacy	Contractual	1st January 2021	<p>Pharmacy contractors must ensure they are compliant with the HLP requirements from 1st January 2021. Find out more on the PSNC website.</p> <p>Please note: The Distance Selling Pharmacy (DSP) website requirements do not have to be complied with until 1st April 2021.</p>	
PQS 20-21 Part 1	Pharmacy Income	29th January 2021	<p>Any claims submitted by 5th of each month will be paid to contractors on 1st of the following month.</p> <p>NB, for contractors submitting claims after the 5th January 2021 and before the submission deadline of the 29th January 2021, this payment will be received by contractors on the 1st March 2021</p> <p>Full details of part 1 can be found on the PSNC website Supporting information: 10-minute digital guide Evidence Checklist FAQ</p> <p>The GMLPCs guide to PQS 2020/21 part1 can be found here</p>	
PQS 20-21 Part 2	Pharmacy Income	Declaration window 1st-28th February 2021	<p>Detailed guidance and supporting materials can be found on the PSNC website. This now includes a PQS Part 2 Evidence Checklist and PharmOutcomes Framework.</p> <p>GMLPC has been releasing weekly updates analysing the 5 domains of PQS 2 and providing a breakdown of the requirements. If you would like to receive these updates, please make sure you are subscribed to our newsletters. Click here to sign up.</p> <p>Access GMLPCs PQS dedicated page here</p> <p>Access the local anti-biotic formulary to support Domain 1 here</p>	
Pharmacy Regulation Update	Contractual	Ongoing	Familiarise yourself with the changes to the pharmacy regulations here .	

Regular Tasks

The following tasks need to be completed on a daily / monthly basis:

Subject	Requirement	Deadline	Action and links	Tick when completed
Check NHS shared mailbox	Pharmacy Business	Daily	NHSE&I, NHSBA & GMLPC regularly send important communications to your NHS Shared Mailbox. Please ensure enough staff have access your Mailbox and that it is checked at least once daily.	
COVID 19	Contractor Support	Ongoing	Ensure you keep up to date with the national & local guidance: <ul style="list-style-type: none"> • PSNC – for the latest news round-up • GOV.UK – for advice for healthcare professionals • PHE – for posters and resources • LPC – for next steps, links to national information and links to local information (as it becomes available) • Look out for the most up to date information and guidance via your NHS Shared Mailbox <p>Please contact the LPC if you require urgent support.</p>	
GMLPC Mailing List	Communications	Ongoing	Encourage your locums and the rest of your pharmacy team to join the GMLPC newsletter mailing list to ensure they are up to date with new guidance and updates in the rapidly changing pharmacy environment.	
GMLPC PCN WhatsApp Groups & Broadcast List	Communications	Ongoing	GMLPC has created WhatsApp groups on contractor's behalf to support and facilitate effective communication between pharmacies in your PCN and your Community Pharmacy PCN Lead. If you would like to be added to your PCN WhatsApp Group or the Broadcast List for important updates, please contact the team on enquiries@gmlpc.org.uk	
Sit-Rep	System Resilience	Ongoing	A link to the sit-rep will be sent to your NHS shared mailbox each week. Please complete if there is a change to your situation.	
Local Services	Pharmacy Income	By the 5th of each month	Please claim all your locally commissioned services by the 5 th of the month.	

Pharmacy Profile Update	Contractual	Quarterly (from 1st January 2021)	Ensure your Directory of Services and NHS website profiles are up to date and verify each quarter of the financial year.	
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If you require additional support from the LPC please contact the GMLPC team:

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