

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
Pharmacy Profile Update	Contractual	In advance Christmas	Ensure your Directory of Services and NHS website profiles are up to date with your opening hours over the Christmas and New Year holiday period.	
Christmas Opening Times Reminder	Contractual – risk of breach notice if not complete	Over the Christmas Period	You are required to notify your patients of the nearest pharmacies open to your pharmacy on the Bank holiday dates if you are closed. Details of pharmacies open over the Bank Holidays will be added to the LPC website when available.	
Clinical Audit 2021-22	Contractual	To be announced	The mandatory clinical audit for 21/22 has been announced. Early information can be found on the PSNC website . Further details will follow from PSNC and the LPC when available.	
Payment Timetable & Deadlines	Service Delivery		For up-to-date information regarding deadlines for national service claims and other deadlines please access the information on the PSNC website .	
Hypertension Case Finding Service	Service Delivery	Act now	Get ready to deliver the service by reviewing the resources on the PSNC website . Watch the PSNC webinar on demand.	
COVID Boosters	Staff support	Act now	Ensure your staff who are eligible for a booster dose know how to book. Find out more here .	
Mandatory Health Campaign	Contractual requirement	Act now	This is the second mandated health campaign for 2021/22. This campaign is part of the national campaign that encourages people to protect themselves and their loved ones against COVID-19 and flu. If you have not received your campaign materials by 1st December, please e-mail Marketing@dhsc.gov.uk stating the pharmacy name, address, and the name of the campaign. You will be required to record participation on PharmOutcomes between 4th and 11th January.	

PQS PCN Domain Contractor Survey	Pharmacy Income	Act Now	<p>To assist contractors and pharmacy teams to achieve this domain, we have created an electronic Contractor Survey to collect the relevant data.</p> <p>Please ensure you have submitted your information. Complete the survey here</p>
GPCPCS	Service Delivery	Ongoing	<p>Read the latest information and access supporting documents on the LPC website</p> <p>Access the CPCS training resources for the whole pharmacy team from VirtualOutcomes here.</p>
Pharmacy Quality Scheme	Pharmacy income	Ongoing	<p>Access the key resources below:</p> <ul style="list-style-type: none"> • New: Check your pharmacy is meeting the Advanced Services gateway criterion • New: Access the NHS Digital Weight Management Programme resources • NHSE&I Guidance • PSNC Briefing 034/21: Pharmacy Quality Scheme – Important dates for the diary • PSNC Briefing 025/21: Pharmacy Quality Scheme – Summary of the training requirements for the 2021/22 Scheme • PSNC Briefing 029/21: Pharmacy Quality Scheme – Guidance for pharmacy contractors on the PCN domain (August 2021) • PSNC / Community Pharmacy Patient Safety Group - Resource to complete the patient safety report • Watch the PSNC webinar on demand • Use the PQS Assessment framework on PharmOutcomes to track your progress • Access the PSNC PQS hub page <p>To support contractors GMLPC is publishing weekly communication every Monday to help support contractors in achieving this year's PQS.</p> <p>To view passed issues click here</p> <p>Subscribe to the GMLPC Newsletters to ensure you receive the latest updates - Subscribe here</p>

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.	
Temporary closures during the COVID-19 outbreak	Contractual	Ongoing	During the COVID-19 outbreak, contractors may, with good reason, temporarily close a pharmacy. A summary which outlines the local processes and what to do in the event you need to work behind closed doors, temporarily close or need to suspend services can be found here , under Contractor Guidance.	
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 	
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 5 th of each month	Please claim all your locally commissioned services by the 5 th of the month.	
Pharmacy Profile Update	Contractual	Quarterly	Ensure your Directory of Services and NHS website profiles are up to date and verify each quarter of the financial year.	

If you require additional support from the LPC please contact the GMLPC team:

Adam Kharaz
Office Manager

Email: Adam@gmlpc.org.uk

Luvjit Kandula
Director of Pharmacy Transformation

Email: luvjit@gmlpc.org.uk

Karishma Visram
Communications and Engagement Officer

Email: karishma@gmlpc.org.uk

Rikki Smeeton
Senior Responsible Officer – Primary Care Networks

Email: rikki.smeeton@gmlpc.org.uk

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