

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
<b>Personal Protective Equipment</b>	Regulatory and contractor support	<b>Act now</b>	<p>Sign up to the <a href="#">PPE Portal</a> to ensure you have access to stock and read the latest statement from the NHSBSA <a href="#">here</a>.</p> <p>There is also existing Public PHE guidance on the <a href="#">wearing of face masks</a> in community pharmacy.</p> <p>PSNC have information on the use of facemasks on the <a href="#">PPE webpage</a>.</p>	
<b>Changes to CPCF to free capacity</b>	Contractual	<b>For immediate review</b>	PSNC have agreed a number of changes to the Community Pharmacy Contractual Framework. See the <a href="#">PSNC website</a> for further details.	
<b>Pharmacy Profile Update</b>	Contractual	<b>Quarterly (from 1st January 2021)</b>	Ensure your Directory of Services and NHS website profiles are up to date and verify each quarter of the financial year.	
<b>Consultation Rooms &amp; Remote Consultations</b>	Contractual	<b>1st January 2021</b>	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 <a href="#">here</a> .	
<b>Healthy Living Pharmacy</b>	Contractual	<b>1st January 2021</b>	<p>Pharmacy contractors must ensure they are <b>compliant with the HLP requirements from 1st January 2021</b>. Find out more on the <a href="#">PSNC website</a>.</p> <p>Please note: The Distance Selling Pharmacy (DSP) website requirements do not have to be complied with until 1st April 2021.</p>	
<b>Pandemic Delivery Service Claims</b>	Pharmacy Income	<b>5th January 2021</b>	Ensure you claim for your deliveries under the advanced service (via MYS) by 5th January 2021.	

PQS 20-21 Part 1	Pharmacy Income	29th January 2021	<p><b>NB, for contractors submitting claims after the 5<sup>th</sup> January 2021 and before the submission deadline of the 29<sup>th</sup> January 2021, this payment will be received by contractors on the 1<sup>st</sup> March 2021</b></p> <p>Full details of part 1 can be found on the <a href="#">PSNC website</a> Supporting information: <a href="#">10-minute digital guide</a> <a href="#">Evidence Checklist</a> <a href="#">FAQ</a></p> <p>The GMLPCs guide to PQS 2020/21 part1 can be found <a href="#">here</a></p>	
Discharge Medicines Service	Essential Service	From 15th February 2021	Familiarise yourself with the new Discharge Medicines Service. Information is now available on the <a href="#">PSNC website</a> .	
PQS 20-21 Part 2-Updated	Pharmacy Income	Declaration window 1st-28th February 2021	<p><b>Update:</b> The PQS Part 2 2020/21 declaration will still take place as planned between 09:00 on 1st February 2021 and 23:59 on 26th February 2021, however, you will have until <b>30th June 2021</b> to complete any elements of the scheme you have declared as having met.</p> <p>Detailed guidance and supporting materials can be found on the <a href="#">PSNC website</a>. This now includes a <a href="#">PQS Part 2 Evidence Checklist and PharmOutcomes Framework</a>.</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. <a href="#">Click here</a> to sign up.</p> <p>Access GMLPCs PQS dedicated page <a href="#">here</a></p> <p>In collaboration with Halton, St Helens and Knowsley LPC, GMLPC also developed a <a href="#">training log summary</a> to support pharmacy teams in completing the required training for PQS Part 2, and a <a href="#">training tracker</a> to record progress.</p> <p>Access the local antibiotic formulary to support Domain 1 <a href="#">here</a></p>	
Pharmacy Regulation Update	Contractual	Ongoing	Familiarise yourself with the changes to the pharmacy regulations <a href="#">here</a> .	

GP referral pathway – Engagement and set up payment	Pharmacy Income	From 1 November 2020 – 31 March 2021	<p>Contractors registered to provide the CPCS will be able to claim via the <a href="#">NHSBSA Manage Your Service (MYS) portal</a> a £300 engagement and setup payment if they undertake a range of actions to get ready for rolling out the GP referral pathway in their area.</p> <p>The requirements are detailed in Annex F of the <a href="#">updated service specification</a></p> <p>Further information on funding and claiming payment is available <a href="#">here</a></p>	
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## 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	<p>NHSE&amp;I, NHSBA &amp; GMLPC regularly send important communications to your NHS Shared Mailbox.</p> <p>Please ensure enough staff have access your Mailbox and that it is checked at least once daily.</p>	
COVID 19	Contractor Support	Ongoing	<p>Ensure you keep up to date with the national &amp; local guidance:</p> <ul style="list-style-type: none"> <li>• <a href="#">PSNC</a> – for the latest news round-up</li> <li>• <a href="#">GOV.UK</a> – for advice for healthcare professionals</li> <li>• <a href="#">PHE</a> – for posters and resources</li> <li>• <a href="#">LPC</a> – for next steps, links to national information and links to local information (as it becomes available)</li> <li>• Look out for the most up to date information and guidance via your NHS Shared Mailbox</li> </ul> <p><b><u>Please contact the LPC if you require urgent support.</u></b></p>	
GMLPC Mailing List	Communications	Ongoing	<p>Encourage your locums and the rest of your pharmacy team to join the <a href="#">GMLPC newsletter mailing list</a> to ensure they are up to date with new guidance and updates in the rapidly changing pharmacy environment.</p>	

<b>GMLPC PCN WhatsApp Groups &amp; Broadcast List</b>	Communications	<b>Ongoing</b>	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 <a href="mailto:enquiries@gmlpc.org.uk">enquiries@gmlpc.org.uk</a>	
<b>Sit-Rep</b>	System Resilience	<b>Ongoing</b>	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.	
<b>Local Services</b>	Pharmacy Income	<b>By the 5<sup>th</sup> of each month</b>	Please claim all your locally commissioned services by the 5 <sup>th</sup> of the month.	
<b>Pharmacy Profile Update</b>	Contractual	<b>Quarterly (from 1st January 2021)</b>	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:

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