

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>Safeguarding</b>	Contractual	<b>From 1st January 2021</b>	<p>From the 1st January it is a requirement under the Community Pharmacy Contractual Framework that all pharmacy professionals have attained level 2 Safeguarding in the last two years.</p> <p>Further details are available in this document from <a href="#">NHSE</a>.</p> <p>Safeguarding e-learning and assessment can be accessed via CPPE.</p>	
<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>PSNC Pharmacy Advice Audit</b>		<b>w/c 25 January 2021</b>	<p>Pharmacy teams are being encouraged to take part in an audit that will capture information about the reasons why people choose to visit community pharmacies.</p> <p>Find out more (inc Team Briefing Sheet, Audit Template and Digital Guide) on the <a href="#">PSNC website</a></p>	

<p><b>PQS 20-21 Part 1</b></p>	<p>Pharmacy Income</p>	<p><b>29th January 2021</b></p>	<p>PQS 1 is a gateway for PQS 2 – ensure you make your declaration before the deadline.</p> <p>Full details of part 1 can be found on the <a href="#">PSNC website</a></p> <p>Supporting information:</p> <p><a href="#">10-minute digital guide</a></p> <p><a href="#">Evidence Checklist</a></p> <p><a href="#">FAQ</a></p> <p>The GMLPCs guide to PQS 2020/21 part1 can be found <a href="#">here</a></p>	
<p><b>PQS 20-21 Part 2-Updated</b></p>	<p>Pharmacy Income</p>	<p><b>Declaration window 4<sup>th</sup> February - 1<sup>st</sup> March 2021</b></p>	<p><b>Update:</b> The PQS Part 2 2020/21 declaration will now take place between 09:00 on 4th February 2021 and 23:59 on 1<sup>st</sup> March 2021. 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> <p>PQS: Preparing to declare – <a href="#">additional FAQs</a></p>	
<p><b>PPE Claim</b></p>		<p><b>By 12<sup>th</sup> February 2021</b></p>	<p>The deadline to make your claim for PPE is 12th February.</p> <p>The PSNC website provides further information regarding how to make your claim <a href="#">here</a>.</p>	

<b>Discharge Medicines Service</b>	Essential Service	<b>From 15th February 2021</b>	Prepare your team for the new essential service: <ul style="list-style-type: none"> <li>• <a href="#">Access the Toolkit</a></li> <li>• <a href="#">Review the PSNC support documents</a></li> <li>• <a href="#">Access training from CPPE</a></li> <li>• <a href="#">Complete the checklist</a></li> </ul>	
<b>GP CPCS</b>	Pharmacy Income		<p>GP CPCS: Essential Information for Contractors available <a href="#">here</a></p> <p><b><u>GP CPCS Training for Contractors</u></b></p> <p>GMLPC, Bolton LPC and GMHCA have worked in collaboration with the Royal Pharmaceutical Society (RPS) to provide CPCS training for GMLPC contractors throughout February. This training has been made specifically available for pharmacists in Greater Manchester. <b>Please book your place as soon as possible using the links below:</b></p> <p><a href="#">Tuesday 16 February, 7-9.30pm &amp; Tuesday 23 February 7-9pm</a>  <a href="#">Wednesday 17 February, 7-9.30pm &amp; Wednesday 24 February, 7-9pm</a></p> <p>For more information click <a href="#">here</a> or contact <a href="mailto:CPCS@rpharms.com">CPCS@rpharms.com</a></p>	
<b>GP referral pathway – Engagement and set up payment</b>	Pharmacy Income	<b>From 1 November 2020 – 31 March 2021</b>	<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>	

## Regular Tasks

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

Subject	Requirement	Deadline	Action and links	Tick when completed
<b>Check NHS shared mailbox</b>	Pharmacy Business	<b>Daily</b>	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.	
<b>COVID 19</b>	Contractor Support	<b>Ongoing</b>	Ensure you keep up to date with the national & local guidance: <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>Please contact the LPC if you require urgent support.</b></p>	
<b>GMLPC Mailing List</b>	Communications	<b>Ongoing</b>	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.	
<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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