

**August 2021**

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>GMLPC Pharmacy Awards</b>	Contractor Acknowledgment	<b>13th August 2021</b>	<p>GMLPC Community Pharmacy Recognition Awards 2021</p> <p>Nominations are now open! You now have until 23:59 on Friday 13th August to submit your nomination.</p> <p>The results will be announced at the Awards Ceremony following GMLPC's Annual General Meeting (AGM).</p> <p>For more information on the event, nomination categories and to submit your nominations please click <a href="#">here</a></p>	
<b>Covid Costs Claim</b>	Contractor Income	<b>15th August 2021</b>	<p>Ensure you are ready to complete your claim by accessing these PSNC resources:</p> <ul style="list-style-type: none"> <li>• <a href="#">PSNC Briefing 016/21: Funding for COVID-19 related costs – summary and FAQs</a></li> <li>• <a href="#">PSNC Briefing 020/21: COVID-19 Costs – Background and NHSBSA claim form overview</a></li> <li>• <a href="#">PSNC Briefing 021/21: COVID-19 Costs – Further guidance and claim-related FAQs</a></li> </ul> <p>Register for the PSNC webinar on Monday 2nd August at 7.30pm <a href="#">here</a></p> <p>Watch the first PSNC webinar on demand <a href="#">here</a></p> <p>Book a place on our regional webinar on 5<sup>th</sup> August at 7.30pm <a href="#">here</a>. This meeting will be chaired by our PSNC Regional Rep and will help to answer any final questions you may have before completing your claim.</p>	

<b>GPCPCS</b>	Service Delivery	<b>Ongoing</b>	<p>Read the latest information and access supporting documents on the <a href="#">LPC website</a></p> <p>Access the CPCS training resources for the whole pharmacy team from VirtualOutcomes <a href="#">here</a></p>	
<b>Get ready for Flu</b>	Service Delivery	<b>Ongoing</b>	<p>Check the latest <a href="#">update</a> published by PSNC to ensure you have the training you need for the 21/22 season.</p> <p>Read the latest <a href="#">Flu Letter</a> from the DHSC, PHE &amp; NHSE&amp;I <a href="#">here</a>.</p> <p>Book a place on The GM Healthcare Academy September 5th Vaccination Training if you require face to face training this year.</p> <ul style="list-style-type: none"> <li>• 08:30 – 13:00 Book <a href="#">here</a></li> <li>• 13:30 – 18:00 Book <a href="#">here</a></li> </ul>	

## 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>	<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>	
<b>Temporary closures during the COVID-19 outbreak</b>	Contractual	<b>Ongoing</b>	<p>During the COVID-19 outbreak, contractors may, with good reason, temporarily close a pharmacy.</p> <p>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 <a href="#">here</a>, under Contractor Guidance.</p>	

<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>	
<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</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:

**James Hughes**  
**Office Manager**

Email: [james@gmlpc.org.uk](mailto:james@gmlpc.org.uk)

**Luvjit Kandula**  
**Director of Pharmacy Transformation**

Email: [luvjit@gmlpc.org.uk](mailto:luvjit@gmlpc.org.uk)

**Adam Kharaz**  
**Business Support Officer**

Email: [Adam@gmlpc.org.uk](mailto:Adam@gmlpc.org.uk)

**Rikki Smeeton**  
**Senior Responsible Officer – Primary Care Networks**

Email: [rikki.smeeton@gmlpc.org.uk](mailto:rikki.smeeton@gmlpc.org.uk)

**Karishma Visram**  
**Business Support Officer**

Email: [karishma@gmlpc.org.uk](mailto:karishma@gmlpc.org.uk)

**Imogen Halls**  
**Senior Communications Officer – Pharmacy Engagement**

Email: [imogen@gmlpc.org.uk](mailto:imogen@gmlpc.org.uk)

**Esther Burrow**  
**Senior Responsible Officer – Pharmacy Services**

Email: [esther@gmlpc.org.uk](mailto:esther@gmlpc.org.uk)

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