

## September 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 AGM</b>  | Governance       | September 2021  | You are warmly invited to attend Greater Manchester LPC's Annual General Meeting (AGM) on <b>Sunday 19<sup>th</sup> September 2021 from 9.00am to 1.00pm</b><br><br><b>Book your free place <a href="#">here</a></b> and look out for updates via NHS Mail and <a href="#">our dedicated website page</a> . |                     |
| <b>GPCCS</b>  | Service Delivery | Ongoing   | Read the latest information and access supporting documents on the <a href="#">LPC website</a><br><br>Access the CPCS training resources for the whole pharmacy team from VirtualOutcomes <a href="#">here</a> .  |                     |
| <b>August Bank Holiday Opening Times</b>                          | Contractual      | August Bank Holiday                                   | Details of the pharmacies open on Monday 30 August can be downloaded <a href="#">here</a> .   |                     |
| <b>End of temporary suspension of signatures on prescriptions</b> | Contractual      | From September 2021                                   | Read the update from PSNC <a href="#">here</a> . Start making plans to return to capturing of signatures on NHS prescriptions/tokens and review current submission processes to include relevant tokens with monthly bundles from September.  |                     |
| <b>CPCS IT: change to funding and procurement</b>                 | Contractual      | March 2022  | Contractors are recommended to start considering which supplier they want to choose to complete the transition to their own CPCS IT system as the national procurement is ending at the end of March 2022.<br><br>Further information available on the <a href="#">PSNC Website</a> .                       |                     |
| <b>Vaccinations for staff entering care homes</b>                 | Patient Safety   | The regulations will come into force on 11th November | If you provide services to care homes familiarise yourself with the DHSC <a href="#">guidance</a> on the new <a href="#">regulations which make COVID-19 vaccination a requirement for NHS staff entering care homes</a> .<br>This includes all staff in NHS commissioned services going into care homes.   |                     |

|  |                  |           |  |  |
|--|------------------|-----------|--|--|
| <b>PQS</b>   | Pharmacy income  | On-going  | <p>Following the publication of <a href="#">initial details</a> of the PQS for 2021/22 we recommend you start to work on the following:</p> <ul style="list-style-type: none"> <li>• Read the <a href="#">PSNC announcement</a></li> <li>• Check the number of NMS provisions claimed since 1st April 2021 to determine if you need to take action to meet the relevant Gateway criterion</li> <li>• Review the training requirements - use the PSNC briefing <a href="#">here</a></li> <li>• Engage with your community pharmacy PCN Lead to begin developing a plan to increase flu vaccination uptake</li> </ul> <p>Read more about how your pharmacy can make a start on 2021/22 PQS on the <a href="#">PSNC website</a></p> <p>Subscribe to the GMLPC Newsletters to ensure you receive the latest updates - <a href="#">Subscribe here</a></p>   |  |
| <b>Requirement to submit NMS quarterly information</b> | Contractual      | Quarterly | <p>You are now required to re-start submitting your completed NMS summary data to NHSBSA each quarter.</p> <p>Data must be submitted to the NHSBSA within 10 working days from the last day of the quarter. Find out more <a href="#">here</a>.</p>  |  |
| <b>Get ready for Flu</b>                               | Service Delivery | Ongoing   | <p>If you are planning to deliver the NHS Flu vaccination service this year, we recommend that you:</p> <ul style="list-style-type: none"> <li>• Check the latest <a href="#">update</a> published by PSNC to ensure you have the training you need &amp; read the <a href="#">PSNC Briefing</a></li> <li>• Read the latest <a href="#">Flu Letter</a> from the DHSC, PHE &amp; NHSE&amp;I</li> <li>• <a href="#">Read the service specification</a></li> <li>• Ensure the training of all staff providing vaccinations is up to date, and that support staff are aware of the service and eligible cohorts</li> <li>• Ensure that all pharmacists have signed the <a href="#">Declaration of Competence</a> within the last two years</li> <li>• Ensure your SOP is up to date</li> <li>• Ensure all staff providing vaccinations read &amp; sign the <a href="#">national PGD</a> or relevant national protocol</li> <li>• Use the checklist at the end of this PSNC Briefing to confirm all required pharmacy actions are complete</li> </ul> |  |
| <b>CPPE</b>  | Training         | On-going  | <ul style="list-style-type: none"> <li>• Download the CPPE NW Newsletter <a href="#">here</a></li> <li>• Download the CPPE <a href="#">workshop flyer</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  | Daily                                | NHSE&I, NHSBA & GMLPC regularly send important communications to your NHS Shared Mailbox.<br><br>Please ensure enough staff have access your Mailbox and that it is checked at least once daily.   |                     |
| <b>Temporary closures during the COVID-19 outbreak</b> | Contractual        | Ongoing                              | During the COVID-19 outbreak, contractors may, with good reason, temporarily close a pharmacy.<br><br>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.  |                     |
| <b>COVID 19</b>  | Contractor Support | Ongoing                              | 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     | Ongoing                              | 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     | 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.<br><br>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  | 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.   |                     |
| <b>Local Services</b>                                  | Pharmacy Income    | By the 5 <sup>th</sup> of each month | Please claim all your locally commissioned services by the 5 <sup>th</sup> of the month.   |                     |

|                                |             |           |  |  |
|--------------------------------|-------------|-----------|--|--|
| <b>Pharmacy Profile Update</b> | 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:**

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