

**October 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>New Year's Day Opening</b>	Contractual	30th September 2021	The 1 <sup>st</sup> January 2022 is a normal working for community pharmacy contractors. You must notify / apply to NHSE&I for any changes no later than the 30 <sup>th</sup> September 2021.  Access the PSNC briefing <a href="#">here</a> .	
<b>Secretary of State declaration of emergency extension</b>	Contractual	<del>30th September 2021</del> 31st January 2022	The declaration of an emergency requiring the flexible provision of pharmaceutical services which was introduced to help maintain pharmacy services during the COVID-19 outbreak, has been extended to 31st January 2022.  <a href="#">Further Information</a>	
<b>Pandemic Delivery Service: service for self-isolators extended</b>	Contractual	<del>30th September 2021</del> 31st March 2022	The Department of Health and Social Care, NHS England and NHS Improvement (NHSE&I) has confirmed a further extension of the period of commissioning of the Pandemic Delivery Service for people who have been notified of the need to self-isolate by NHS Test and Trace; the service will now be commissioned until 11.59pm on 31st March 2022.  <a href="#">Further Information</a>	
<b>Update NHS Website &amp; DOS (Directory of Service) Profile</b>	Contractual	By 30th September 2021	Verify and, where necessary, update the information contained in your NHS website profile and your DOS profile at least once each quarter of the financial year. For the current financial quarter, the deadline for completing this is 30 <sup>th</sup> September 2021.  Find out more on the <a href="#">PSNC website</a> .	
<b>PQS PCN Domain Contractor Survey</b>	Pharmacy Income	1st October 2021	To assist contractors and pharmacy teams to achieve this domain, we have created an electronic Contractor Survey to collect the relevant data.  Please ensure you have submitted your information by <b>NO LATER than Friday 1st October 2021</b> .  <a href="#">Complete the survey here</a>	

<b>Hypertension Case Finding Service</b>	Service Delivery	From 1st October 2021	<p>NHS England and NHS Improvement (NHSE&amp;I) have today, 29th September 2021, published a <a href="#">draft* version of the service specification for the Community Pharmacy Hypertension Case-Finding Service</a>.</p> <p>Community pharmacy contractors that fully meet the requirements for provision of the Hypertension Case-Finding Service can start provision of the service on 1st October 2021.</p> <p>* The service specification is currently working its way through the NHSE&amp;I publication approval process and the final version will be published shortly.</p>
<b>Hypertension Case Finding Service</b>	Webinar to support service delivery	7th October 2021	<p>Book on to the PSNC webinar to support the service <a href="#">here</a>.</p> <p>Find out more about the service on the <a href="#">PSNC website</a>.</p>
<b>Changes to Pharmacy Collect (Lateral Flow Distribution Service)</b>	Service Delivery	From October 4th 2021	<p>Amendments to the service have been agreed from October 4th 2021.</p> <p>Full details of the changes and an updated service specification are available on the <a href="#">PSNC website</a>.</p>
<b>CPCS IT Provision: Support for switchover</b>	Webinar to support service delivery	14th October 2021	<p>Book your place on the NHSE&amp;I webinar to find out more about the changes.</p> <p>Further details can be found on the <a href="#">PSNC website</a>.</p>
<b>Services to Care Homes</b>	COVID Vaccination requirement	Act now for the 11th November 2021 deadline	<p>COVID-19 vaccination a requirement for people working or deployed in care homes from 11th November 2021, this includes community pharmacy staff entering care homes.</p> <p>Further details and actions that must be followed are available on the <a href="#">PSNC website</a>.</p>
<b>PQS Aspiration Payment</b>	Pharmacy Income	29th October 2021 <b>Claim from 4th October</b>	<p>You will be able to claim an aspiration payment for PQS in advance of your full declaration. MYS will be open from 4<sup>th</sup>- 29<sup>th</sup> October.</p> <p>Find out more on the <a href="#">PSNC website</a>.</p>
<b>Pharmacy Quality Scheme</b>	Pharmacy income	On-going	<p>Ensure your team is ready for PQS. Access the key resources below:</p> <ul style="list-style-type: none"> <li>• <a href="#">NHSE&amp;I Guidance</a></li> <li>• Be ready to start the anti-coagulant audit: <a href="#">See medicines safety and optimisation domain</a></li> <li>• <a href="#">PSNC Briefing 034/21: Pharmacy Quality Scheme – Important dates for the diary</a></li> <li>• <a href="#">PSNC Briefing 025/21: Pharmacy Quality Scheme – Summary of the training requirements for the 2021/22 Scheme</a></li> <li>• <a href="#">PSNC Briefing 029/21: Pharmacy Quality Scheme – Guidance for pharmacy contractors on the PCN domain (August 2021)</a></li> </ul>

			<ul style="list-style-type: none"> <li>• <a href="#">PSNC / Community Pharmacy Patient Safety Group - Resource to complete the patient safety report</a></li> <li>• Watch the <a href="#">PSNC webinar</a> on demand</li> <li>• Access the PSNC <a href="#">PQS hub page</a></li> </ul> <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	<b>Postponed</b>	<p>Community pharmacy contractors are not required to submit their completed New Medicine Service (NMS) summary data to the NHS Business Services Authority (NHSBSA) for July-September 2021 as this requirement has been postponed for this quarter.</p> <p><a href="#">Further Information</a></p>	
<b>GPCPCS</b>	Service Delivery	Ongoing	<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>Flu vac: Frontline primary care staff added to Advanced service</b>	Service Delivery	Ongoing	<p>NHS England and NHS Improvement (NHSE&amp;I) have today announced that they have secured additional funding to support provision of flu vaccinations to frontline primary care staff during the 2021/22 flu season.</p> <p><a href="#">Further Information</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>	

## 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.  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.  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.  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.	

Disclaimer: This guidance has been produced by Greater Manchester LPC after reviewing all the information available to us. Every care has been taken in completion of the tracker, but no responsibility can be accepted for any error or consequence of such an error.

<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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