

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
Community Pharmacy Pressures - GMLPC Support	Staff support	Act now	<p>We are aware that contractors are facing significant pressures in terms of workload, capacity and resource. We have escalated the issues to the Greater Manchester Health and Social Care Partnership. A Task and Finish group has been set up to identify solutions.</p> <p>To enable us to help you, please complete the survey below as soon as possible so we are able to provide data to the system on the current pressures. This will enable us to work more effectively on your behalf.</p> <p>Please complete the form here</p>	
Community Pharmacy Pressures	Contractual	For information	<p>PSNC, NHSE&I and the DHSC have agreed several measures to help ease the immediate pressures on community pharmacies:</p> <ul style="list-style-type: none"> You will not be required to complete the Community Pharmacy Patient Questionnaire for 2021/2022 The requirement for pharmacy teams to complete a national audit (intended to be on valproate) in 2021/22 will be waived The requirement for pharmacy teams to complete a contractor-chosen clinical audit in 2021/22 will be waived 	
Pharmacy Quality Scheme	Pharmacy Income	Extension	<p>PSNC, NHSE&I and the DHSC have agreed the PQS declaration will still need to be made during the February window, but as last year, this will be a claim for work to be undertaken and evidenced by 30th June 2022.</p> <p>Further details will shortly be published on the NHSBSA website with similar wording to last year. Find out more on the PSNC website.</p>	
Further Pause to NMS Quarterly Data Reporting	Contractual	Further pause	<p>The requirement to submit data will be reinstated from Quarter 1 of 2022/23 (April – June 2022), with contractors submitting their quarterly data in early July 2022.</p> <p>Further information available here</p>	

GPCPCS Pharmacy Events	Service Delivery	Various Dates	<p>The Greater Manchester GPCPCS Working Group are hosting 4 events to support GPCPCS on the following dates:</p> <ul style="list-style-type: none"> • Wednesday 19th January at 7pm • Tuesday 1st February at 12:30pm • Tuesday 1st March at 7pm • Wednesday 9th March at 12:30pm <p>The webinars will:</p> <ul style="list-style-type: none"> • Support pharmacists delivering CPCS consultations. This will include using anonymised data from referrals across GM to share best practice • Support the pharmacy team to ensure referrals are followed up in a timely manner <p>Further details and booking information to follow.</p>	
COVID Boosters	Staff support	Act now	<p>Ensure your staff who are eligible for a booster dose know how to book. Find out more here.</p>	
Pharmacy Quality Scheme	Pharmacy income	On-going	<p>Ensure your team is ready for PQS. Access the key resources below:</p> <ul style="list-style-type: none"> • New: Check your pharmacy is meeting the Advanced Services gateway criterion • New: Access the NHS Digital Weight Management Programme resources • NHSE&I Guidance • Be ready to start the anti-coagulant audit: See medicines safety and optimisation domain • PSNC Briefing 034/21: Pharmacy Quality Scheme – Important dates for the diary • PSNC Briefing 025/21: Pharmacy Quality Scheme – Summary of the training requirements for the 2021/22 Scheme • PSNC Briefing 029/21: Pharmacy Quality Scheme – Guidance for pharmacy contractors on the PCN domain (August 2021) • PSNC / Community Pharmacy Patient Safety Group - Resource to complete the patient safety report • Watch the PSNC webinar on demand • Access the PSNC PQS hub page 	
PQS PCN Domain Contractor Survey	Pharmacy Income	Act Now	<p>To assist contractors and pharmacy teams to achieve this domain, we have created an electronic Contractor Survey to collect the relevant data.</p> <p>Please ensure you have submitted your information. Complete the survey here</p>	

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	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.	
Temporary closures during the COVID-19 outbreak	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 here , under Contractor Guidance.	
COVID 19	Contractor Support	Ongoing	Ensure you keep up to date with the national & local guidance: <ul style="list-style-type: none"> • PSNC – for the latest news round-up • GOV.UK – for advice for healthcare professionals • PHE – for posters and resources • LPC – for next steps, links to national information and links to local information (as it becomes available) • Look out for the most up to date information and guidance via your NHS Shared Mailbox 	
GMLPC Mailing List	Communications	Ongoing	Encourage your locums and the rest of your pharmacy team to join the GMLPC newsletter mailing list to ensure they are up to date with new guidance and updates in the rapidly changing pharmacy environment.	
GMLPC PCN WhatsApp Groups & Broadcast List	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 enquiries@gmlpc.org.uk	
Sit-Rep	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.	
Local Services	Pharmacy Income	By the 5 th of each month	Please claim all your locally commissioned services by the 5 th of the month.	

Pharmacy Profile Update	Contractual	Quarterly	Ensure your Directory of Services and NHS website profiles are up to date and verify each quarter of the financial year.	
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If you require additional support from the LPC please contact the GMLPC team:

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