

If you are part of a pharmacy group or multiple, please liaise with your company managers/head office as necessary

Subject	Requirement	Deadline	Action and links	Tick when completed
Providers Pays	Service Delivery	Act now	The national procurement of IT support for the Community Pharmacist Consultation Service (CPCS) (111 Pathway only), will cease at the end of March 2022. Find out more about choosing your supplier on the PSNC website	
Pharmacy Quality Scheme (PQS)	Pharmacy Income	Declaration window extended to 2 March 2022	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 30 June 2022. Find out more on the PSNC website	
Hypertension Case Finding Service	Service Delivery	28 February 2022 for 7 March 2022 Go-live	PharmOutcomes will go live on the 7 March for all contractors who are signed up to deliver the Hypertension Case Finding Service. Modules will be available to record service delivery, and GPs using the EMIS prescribing system will also be able to send referrals to community pharmacies. Actions for contractors: <ul style="list-style-type: none"> • Complete the implementation checklist to ensure you are service ready • Sign up via MYS by 28 February if you want to go-live in March • Review the information on the PSNC website • Speak to your local practices regarding your capacity to accept referrals – use the PSNC briefing to support conversations 	
Mandatory Health Campaign (Better Health Stop Smoking Campaign)	Contractual requirement	28 February to 31 March 2022	You must participate from 28 February (or as soon as you receive the materials if they arrive after this date), and the campaign should run until 31 March. Resources for this campaign will be delivered before 28 February 2022. If you have not received your pack by 1 March 2022, please email partnerships@phe.gov.uk with 'Quit Smoking Pharmacy Packs' in the subject line and your pharmacy name and full address in the email.	
NHS Profile Manager	Contractual requirement	Early March 2022	The NHS Profile Manager will replace the DoS Updater and the NHS website editor in early March. This is where you will update your service information, such as opening times and contact information. It will enable you to verify and, where necessary, update the pharmacy profile at least once each quarter of the financial year. To get ready for this change, pharmacy contractors or team members should register for the new NHS Profile Manager with their personal NHSmail address , if they have not already done so. Find out more on the PSNC website	

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PSNC Pharmacy Advice Audit 2022	Feedback	Extended to 11 March 2022	This audit asks pharmacy teams to record information about the informal healthcare advice that they are giving over the course of a single day (or until a minimum number of consultations is reached), with the results providing a critical temperature check on how people are continuing to rely on community pharmacies. Learn more about the 2022 audit	
Mandatory Health Campaign (Weight Management)	Contractual requirement	13 March 2022	You should have now completed the Weight Management Campaign. Please record participation on PharmOutcomes between 21 February and 13 March.	
PQS Gateway - NMS Deadline	Pharmacy Income	5 April 2022	You must have claimed payments for the completion of a minimum of 20 NMS between 1 April 2021 and 5 April 2022. The NHSBSA spreadsheet shows who has currently met the PQS 2021/22 gateway criterion (updated monthly).	
Employee Assistance Programme	Contractor Support	Ongoing	The Cheshire & Mersey Employee Assistance Programme (EAP) supports all Community Pharmacy Staff. The EAP is designed to help you deal with personal and professional problems that could be affecting your home life or work life, health, and general wellbeing. Find out more on the LPC website	

Regular Tasks

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

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Local Services	Pharmacy income	<i>Typically</i> , by the 5 th of every month	Please claim all your locally commissioned services (<i>typically</i>) by the 5 th of the month	
NMS Quarterly Report	Contractual	Quarterly - Paused	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.	
Check Shared Mailbox	Pharmacy Business	Ongoing	NHSE&I regularly send important communications to your NHS Shared Mailbox. Please ensure sufficient staff have access your Mailbox and that it is checked at least once daily	
VirtualOutcomes	Workforce training	Ongoing	A new module will be released every month. Access here	
LPC Mailing List	Pharmacy Mailing List	Ongoing	Encourage your locums to join the LPC mailing list to ensure they are up to date with the rapidly changing pharmacy environment	

If you require support from the LPC please contact us:

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