



Community Pharmacy Deadline Tracker May 2022

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
Flu Letter	Service Delivery		The annual flu vaccination programme letter for the 2022/23 season has now been published Visit the PSNC website and get prepared for the coming season	
Update NHS website & DoS profile	Contractual Requirement	Act Now	Please ensure you update your opening hours for the May and June Bank Holidays Find out more in this PSNC Briefing	
Pharmacy Collect	Service Delivery	30 April 2022	The Pharmacy Collect ended on 31 March 2022; you have until 30 April to submit any outstanding claims on MYS Find out more on the PSNC website	
Vaccination Training	Service Delivery	Various dates	The LPC is working with CHL to provide vaccination training across Cheshire, Mersey & Greater Manchester Find out more and book your place here	
RSG		Various dates	To help contractors to understand the proposals, ask questions and hear directly from RSG members, the RSG are holding several contractor briefing events <ul style="list-style-type: none"> • National Contractor Briefing Event: Tuesday 3 May, 7-8pm • National Contractor Briefing Event: Wednesday 4 May, 12-1pm • Regional (North-West) Contractor Briefing Event: Monday 16 May, 7-8pm Read more about these events and book your place here	
Easter Directed Rota	Contractor Funding	28 days from rota	If you were directed to open over the Easter period, please remember to return the completed form, which can be within 28 days of the date of the rota to Pharmacy team. Further details and the form can be downloaded from the LPC website	

Regular Tasks

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

Subject	Requirement	Deadline	Action and links	Tick when completed
Local Services	Pharmacy income	Typically, 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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Suzanne Austin (Pharmacy Services Manager)
Gary Pickering (Pharmacy Services Manager)
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