

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
Update NHS website & DoS profile	Contractual Requirement	Act Now	Please ensure you update your opening hours for the Jubilee Bank Holidays on your NHS Profile and DOS. Find out more in this PSNC Briefing	
May and Jubilee Directed Rotas	Contractor Income	Within 28 days of the date of the Rota	If you were directed to open over the Early May Bank Holiday or are directed to open over the Jubilee Bank Holiday, please remember to return the completed rota form within 28 days of the date of the rota to Pharmacy team The Rota form can be downloaded from the LPC Website	
RSG Contractor Webinar & Voting period	Pharmacy Representation	Webinar 7 June 2022 Voting period end 17 June 2022	The final contractor briefing event will be held from 7-9pm on 7 June 2022. Find out more and book your place here The three-week voting period will open on Friday 27 May 2022 and will close on 11.59pm on Friday 17 June 2022 Further details regarding the proposal can be found on the RSG website	
PQS	Contractor Income	30 June 2022	Evidence gathering for 2021/22 PQS must be completed by the 30 June 2022. Contractors must ensure that evidence for all domains claimed for is fully in place by this point. Further details can be found on the PSNC website	
DSP Toolkit	Contractual Requirement	30 June 2022	Access the new guidance from PSNC to support you to complete the 2021/22 Data Security and Protection Toolkit here	
NMS Quarterly Report	Contractual Requirement	Within 10 working days of the start of July	The requirement to submit the NMS has now been reinstated. You must submit your NMS data for April – June 2022 to the NHSBAS within 10 working days of the start of July. Further information can be found on the NHSBSA 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	

Regular Tasks

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

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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	
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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