



Community Pharmacy Deadline Tracker July 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
PharmOutcomes Checks	Service Delivery/ Contractual	Act now	<p>Check that your team has access to PharmOutcomes during all your opening times, especially when locums are on duty; set-up additional accounts if needed. Instructions can be found here.</p> <p>Ensure your pharmacy team checks PharmOutcomes regularly throughout the day and actions any referrals received.</p>	
DSP Toolkit	Contractual Requirement	30 June 2022	<p>Access the new guidance from PSNC to support you to complete the 2021/22 Data Security and Protection Toolkit here</p>	
PQS	Contractor Income	30 June 2022	<p>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.</p> <p>Further details can be found on the PSNC website</p>	
Update your DOS & NHS Profiles using the NHS Profile Manager	Contractual	Quarterly – by 30 June 2022	<p>Ensure your Directory of Services and NHS website profiles are up to date and verify each quarter of the financial year using the new NHS Profile Manager.</p> <p>Find out more about the profile manager on the PSNC website.</p>	
NMS Quarterly Report	Contractual Requirement	Within 10 working days of the start of July	<p>The requirement to submit the NMS has now been reinstated.</p> <p>You must submit your NMS data for April – June 2022 to the NHSBAS within 10 working days of the start of July.</p> <p>Further information can be found on the NHSBSA website</p>	
Vaccination Training	Service Delivery	Various dates	<p>The LPC is working with CHL to provide vaccination training across Cheshire, Mersey & Greater Manchester</p> <p>Find out more and book your place 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
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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Gary Pickering (Pharmacy Services Manager)
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