

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 |
|--|------------------|-------------------|--|---------------------|
| <b>August Bank Holiday Opening Times</b> | Contractual      | 29 August 2022    | <p>You are required to notify your patients of the nearest pharmacies open to your pharmacy on the Bank Holiday dates if you are closed</p> <p>Details of pharmacies directed to open over the Bank Holidays, are available on the <a href="#">LPC website</a></p>   |                     |
| <b>CPAF</b>                              | Contractual      | 31 August 2022    | <p>All contractors are required to complete the CPAF screening by 31 August 2022</p> <p>Find out more on the <a href="#">PSNC website</a>. Download the PSNC briefing <a href="#">here</a></p>   |                     |
| <b>LPC Annual General Meeting</b>        | LPC Governance   | 7 September 2022  | <p>The LPC will be hosting their AGM on 7 September 2022</p> <p>Further details can be found <a href="#">here</a></p>  |                     |
| <b>Verify your DOS and NHS Profile</b>   | Contractual      | 30 September 2022 | <p>You are required to verify and, where necessary, update the information contained in your NHS website profile and DOS profile (via <a href="#">NHS Profile Manager</a>) at least once each quarter of the financial year. The deadline for this quarter is <b>30 September 2022</b>.</p> <p>We recommend that this is done in advance of the August Bank Holiday.</p>   |                     |
| <b>Palliative Care Audit</b>             | Service Delivery | 30 September 2022 | <p>If you are commissioned to provide the Palliative Care Service, don't forget to complete the audit for Q2 (June to September) on PharmOutcomes</p>  |                     |
| <b>Get ready for Flu</b>                 | Service Delivery | Ongoing           | <p>Check the latest information on the <a href="#">PSNC website</a> to ensure you are ready to deliver the flu service:</p> <ul style="list-style-type: none"> <li>• Download the PGD and service specification <a href="#">here</a></li> <li>• Read the changes to the training requirements <a href="#">here</a></li> <li>• Check your shared mailbox for information regarding how to express an interest in the proof-of-concept pilot for the National Booking Service (NBS) – deadline midday on 5 September 2022</li> </ul> |                     |
| <b>NMS and Transition Payments</b>       | Pharmacy Income  | Ongoing           | <p>Ensure you complete at least one NMS every month to meet one of the requirements to receive your transition payments.</p> <p>Find out more <a href="#">here</a></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 <sup>th</sup> of every month | Please claim all your locally commissioned services ( <i>typically</i> ) by the 5 <sup>th</sup> 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 <a href="#">here</a>  |                     |
| 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:

Adam Irvine (Chief Executive Officer)  
Suzanne Austin (Pharmacy Services Manager)  
Gary Pickering (Pharmacy Services Manager)  
Alison Williams (Business Support Officer)  
Sara Davies (Engagement Officer)

[adam@cpcw.org.uk](mailto:adam@cpcw.org.uk)  
[suzanne@cpcw.org.uk](mailto:suzanne@cpcw.org.uk)  
[gary@cpcw.org.uk](mailto:gary@cpcw.org.uk)  
[alison@cpcw.org.uk](mailto:alison@cpcw.org.uk)  
[sara@cpcw.org.uk](mailto:sara@cpcw.org.uk)

T: 07795 123165  
T: 07523 056987  
T: 07921 853432  
T: 07828 832782  
T: 07544 873687

Visit our website

<https://www.cpcw.org.uk/>