

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
Pharmacy Quality Scheme (PQS)	Pharmacy Income		<p>Full details of PQS for 2022/23 have now been released. Key information can be found here:</p> <ul style="list-style-type: none"> • Access full PQS details • NHSE Guidance • PQS 2022/23 digital guide • Key date summary • Training requirement summary • Action and Evidence Portfolio • NMS Tracker • NHS Safeguarding App 	
Pharmacy Quality Scheme (PQS): Aspiration Payment	Pharmacy Income	4 November 2022	<p>The deadline to claim the Aspiration Payment for the 2022/23 PQS closes at 11.59pm on 4 November 2022</p> <p>Find out more here</p>	
Mandatory Workforce Survey 2022	Contractual	30 November 2022	<p>The 2022 Community Pharmacy Workforce Survey is now open and should be completed by the 30 November 2022</p> <p>Details and a link have been sent directly to your pharmacy shared mailbox; In some cases, eg CCA and other larger multiples, head offices will complete the survey centrally. If you are unsure, please ask your head office for guidance</p>	
CPCF Webinar	Pharmacy Contract	Watch Now	<p>This PSNC webinar which details the funding, services and regulatory arrangements that have been agreed by PSNC is now available to watch on demand here</p>	
Pharmacy Profile Update	Contractual	Quarterly (31 December 2022)	<p>Ensure your Directory of Services and NHS website profiles are up to date by updating your NHS Profile Manager once each quarter. The deadline for this quarter is 31 December 2022, the updates should be completed ahead of the Christmas break</p> <p>A video demo of how to update your profile is available 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
NMS & Transition payments	Pharmacy Income	Ongoing	Ensure you complete at least one NMS every month to meet one of the requirements to receive your transition payments Find out more about the full requirements for transition payments here	
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	
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)
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