

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
Mandatory Workforce Survey 2022	Contractual	30 November 2022	The 2022 Community Pharmacy Workforce Survey is now open and should be completed by the 30 November 2022. 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	
Pharmacy Quality Scheme (PQS)	Pharmacy Income	Act Now	Full details of PQS for 2022/23 have now been released. Key information can be found here: <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 	
Christmas Rota/Open times	Contractual		Details of the pharmacies directed to open across Cheshire & Mersey will be able to be downloaded from the LPC website when published; the LPC will communicate this out in due course	
Pharmacy Profile Update	Contractual	Quarterly (31 December 2022)	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 and the updates should be completed ahead of the Christmas break. A video demo of how to update your profile is available here	
Clinical Audit	Contractual	31 March 2023	PSNC and NHSE have agreed the 2022/23 national clinical audit will focus on valproate, with the aim of reducing the potential harm caused by taking valproate during pregnancy. Find out more on the PSNC website	
Reminder to register for Service Finder	Act now	Ongoing	NHS Service Finder is a free online search tool which provides access to information from the Directory of Services (DoS) and nhs.uk. The LPC recommends that all pharmacies are registered to access Service Finder. Download this factsheet to view some of the key features and register your pharmacy	

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PharmOutcomes	Act now	Ongoing	Check PharmOutcomes a minimum of three times a day for referrals for the following services: <ul style="list-style-type: none"> The Community Pharmacy Consultation Service (GP and 111 pathways) The Discharge Medicines Service The Hypertension Case Finding The Smoking Cessation Service 	
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	

Regular Tasks

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

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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	
Palliative Care Audit	Pharmacy Income	Quarterly	Please ensure that you complete your Palliative Care Audit for this quarter on PharmOutcomes (if required)	
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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