

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
Christmas Rota and Open times	Contractual		Details of the pharmacies directed to open across Cheshire & Mersey can be downloaded from the LPC website	
Christmas and New Year Rota payments	Rota payments	Within 28 days of the date of the rota	If you were directed to open over the Christmas and New Year period, please remember to submit your form to NHSE Further details are available on the LPC website	
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	
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 	
Mandatory Health Campaign	Contractual	3-29 January 2023	This mandatory campaign will be on weight management. You can order pharmacy specific resources on the Campaign Resource Centre website or use the digital campaign resources available on the site. A guidance leaflet is also available. Find out more on the PSNC website	
Pharmacy Quality Scheme (PQS) – Antibiotic Review	Pharmacy Income	Start Deadline 13 January	PQS: Deadline to start antibiotic review (eight weeks till the last day of the declaration period) Action: If you have not started the antibiotic review, start this today	

Subject	Requirement	Deadline	Action and links	Tick when completed
Pharmacy Quality Scheme (PQS) – Palliative Care	Pharmacy Income	NHS Profile Manager can be updated from 16 January	If you routinely stock the 16 palliative and end of life critical medicines, please update NHS Profile Manager from 16 January 2023	
Clinical Audit	Contractual	Start Deadline 17 February Complete by 31 March	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	
Pharmacy Clinical Audit	Contractual	31 March 2023	The annual clinical audit must be completed annually. The audit should be chosen by the pharmacy and be on a topic of relevance to the pharmacy team Further information is available on the PSNC website	
New Medicines Service*	Contractual	Early January	<i>You are required to submit your completed NMS electronic reporting template to the NHSBSA within 10 working days from the last day of December 2022</i> <i>*At the time of the publication of this tracker the requirement to submit your quarterly New Medicine Service (NMS) data is currently suspended</i> <i>NHS England is reviewing the suspension and will advise in due course arrangements for later quarters in 22/23.</i> <i>When this information is available it will also be published. The LPC will keep you updated as necessary</i>	

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	
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:

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
suzanne@cpcw.org.uk
gary@cpcw.org.uk
alison@cpcw.org.uk
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/>