

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	Act Now	<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) – Antibiotic Review	Pharmacy Income	Start Deadline 4 February	<p>PQS: Deadline to start antibiotic review (eight weeks till the last day of the declaration period)</p> <p>Action: If you have not started the antibiotic review, start this today</p>	
Pharmacy Quality Scheme (PQS) – Palliative Care	Pharmacy Income	NHS Profile Manager can be updated from 16 January	<p>If you routinely stock the 16 palliative and end of life critical medicines, please update NHS Profile Manager</p> <p>More detail available here</p>	
Pharmacy Quality Scheme Declaration	Pharmacy Income	Declaration window opens 6 February 2023	The declaration window via MYS for the 2022/23 PQS opens at 9am on 6 February 2023 and closes on 11.59pm on 3 March 2023	
Valproate Clinical Audit	Contractual	Deadline to start 17 February 2023; Complete by 31 March 2023	<p>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</p> <p>Find out more on the PSNC website</p>	
Pharmacy Clinical Audit	Contractual	31 March 2023	<p>The 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</p> <p>Further information is available on the PSNC website</p>	

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Pharmacy Profile Update	Contractual	Quarterly (31 March 2023)	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 March 2023	
NHS Mail	Pharmacy IT	Access regularly (at least once a month)	From 1 December 2022, personal NHSmail accounts which are not used for 30 days will be marked inactive and inactive accounts which are not activated within the following 30 days will be deleted Ensure you access your personal NHS.net email regularly to avoid your account being deleted. Further information is available here	

Regular Tasks

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

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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 	
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 to 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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