



## Community Pharmacy Deadline Tracker April 2023

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>Pharmacy Quality Scheme Actions</b>	Pharmacy Income	31 March 2023	<p>The deadline for ensuring the remaining requirements of the gateway and quality criteria have been met is 31 March 2023. Please ensure all actions are completed and that evidence is stored safely</p> <p>The MYS portal to upload the results of the antimicrobial stewardship (AMS) criterion will also close on this day</p> <p>Further details can be found on the <a href="#">PSNC website</a></p>	
<b>Valproate Clinical Audit</b>	Contractual	Complete by 31 March 2023	The deadline to complete this audit and upload your results to MYS is the 31 March 2023. Further details are available <a href="#">here</a>	
<b>Pharmacy Profile Update</b>	Contractual	Quarterly (31 March 2023)	Ensure your Directory of Services and NHS website profiles are up to date by updating your <a href="#">NHS Profile Manager</a> once each quarter; the deadline for this quarter is 31 March 2023	
<b>Easter Rota</b>	Contractual	Ongoing	Details of the pharmacies directed to open across Cheshire & Mersey are available on the <a href="#">LPC website</a>	
<b>PQS Gateway - NMS</b>	Pharmacy Income	5 April 2023	<p>You must have claimed payment for the provision of at least 20 NMS to meet the Advanced Services gateway criterion for PQS (the 20 NMS must have been delivered between 1 April 2022 and end of 31 March 2023)</p> <p>Ensure you have claimed for any NMS delivered during March 2023 by the 5 April 2023 for them to be considered towards this gateway criterion</p>	
<b>New Medicines Service</b>	Contractual	April 2023	<p>At the time of the publication of this tracker the requirement to submit your quarterly New Medicine Service (NMS) data is voluntary. If your system produces such reports, then whilst they are voluntary to send, it is useful data for pharmacy to provide as a sector and helps PSNC discussions nationally. If further information from NHS England is provided, we will advise via our newsletter</p> <p>Reports should be sent using the <a href="#">NMS electronic reporting template</a> to the NHSBSA within 10 working days from the last day of March 2023</p>	
<b>Annual Complaints Report</b>	Contractual Requirement	April 2023	<p>You must submit an annual complaint report for 2022-23 to NHS England as soon as reasonably practicable after the end of the financial year</p> <p>Please email your report to <a href="mailto:england.cmpharmacy@nhs.net">england.cmpharmacy@nhs.net</a></p> <p>Further Information, including a recording template can be found on the <a href="#">PSNC website</a></p>	

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<b>Clinical Skills Training</b>	Service Support	Ongoing	Health Education England (HEE) has announced a new NHS-funded training course for 10,000 community pharmacists on clinical examination skills. Find out more on the <a href="#">PSNC website</a>	
<b>DSP Toolkit 2022-23</b>	Contractual	30 June 2023	The <a href="#">DSP Toolkit 2022-23</a> is now open and must be completed by 30 June 2023  Find out more on the <a href="#">PSNC website</a> .  A copy of the PSNC DSP toolkit workshop can be downloaded <a href="#">here</a>	

## Regular Tasks

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

Subject	Requirement	Deadline	Action and links	Tick when completed
<b>PharmOutcomes</b>	Act now	Ongoing	Check PharmOutcomes a minimum of three times a day for referrals for the following services: <ul style="list-style-type: none"> <li>The Community Pharmacy Consultation Service (GP and 111 pathways)</li> <li>The Discharge Medicines Service</li> <li>The Hypertension Case Finding</li> <li>The Smoking Cessation Service</li> </ul>	
<b>Local Services</b>	Pharmacy income	<i>Typically</i> , 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	
<b>NHS Mail</b>	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 <a href="#">here</a>	
<b>VirtualOutcomes</b>	Workforce training	Ongoing	A new module will be released every month. Access the modules <a href="#">here</a>	
<b>LPC Mailing List</b>	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)  
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