

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>May Bank Holiday Rota</b>	Contractual	Ongoing	Details of the pharmacies directed to open across Cheshire & Mersey are available on the <a href="#">LPC website</a>	
<b>Directed Bank Holiday Rota Claims (New process)</b>	Pharmacy Income	Within 28 days of the date of the rota	If you were/are directed to open over the Easter or May Bank Holidays, please remember to claim your payment within 28 days of the date of the rota.  <b>Please note: Rota claims should now be made by completing the new 'Directed Rota Claim Form' on PharmOutcomes</b>	
<b>Regulatory Changes</b>	Contractual	Act now	We recommend that all contractors read the <a href="#">PSNC briefing</a> regarding the DHSC regulatory changes affecting community pharmacy	
<b>Change to the claim period for CPCS</b>	Service Income	From 1 June 2023	NHSE has announced that from 1 June 2023, claims for CPCS should be submitted within one month of, and no later than three months from, the claim period for the chargeable activity provided. Find out more on the <a href="#">PSNC website</a>	
<b>Pharmacy Quality Scheme</b>	Pharmacy Income	From 1 June 2023	PQS for 2023/24 launches on 1 June 2023.  Details are available on the <a href="#">NHSBSA website</a>	
<b>Wirral Palliative Care Scheme EOI</b>	Pharmacy Income	By 2 June 2023	An opportunity has arisen for a pharmacy to join the Wirral Palliative Care Scheme <a href="https://cpcw.org.uk/wirral-2/pc/">https://cpcw.org.uk/wirral-2/pc/</a>  Deadline for submitting any expressions is 2 June.	
<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>	
<b>Clinical Skills Training</b>	Service Delivery	Dates available to March 2024	Health Education England has announced a new NHS-funded training course for 10,000 community pharmacists on clinical examination skills  The training will build on community pharmacists' existing clinical examination and consultation skills – to assess, treat and manage common health problems  Find out more on the <a href="#">PSNC website</a>	
<b>Pharmacy Profile Update</b>	Contractual	Quarterly (30 June 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 30 June 2023	

## 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"> <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>	
Local Services	Pharmacy income	Typically, 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	
NHS Mail	Pharmacy IT	Access regularly (at least once a month)	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>	
VirtualOutcomes	Workforce training	Ongoing	A new module will be released every month. Access the modules <a href="#">here</a>	
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)  
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Visit our website

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