

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
DSP Toolkit 2022-23	Contractual	30 June 2023	<p>The DSP Toolkit 2022-23 is now open and must be completed by 30 June 2023</p> <p>Find out more on the CPE website</p> <p>A copy of the CPE DSP toolkit workshop can be downloaded here</p>	
Pharmacy Quality Scheme	Pharmacy Income	From 1 June 2023	<p>PQS for 2023/24 launched on 1 June 2023</p> <p>Details are available on the NHSBSA website</p>	
CPAF Screening Questionnaire 2023/24	Contractual	30 July 2023	<p>The 2023/24 Community Pharmacy Assurance Framework (CPAF) screening questionnaire will be available for completion from approximately 1am on Monday 3 July 2023 until midnight on Sunday 30 July 2023</p> <p>Find out more on the CPE website</p>	
Regulatory Change: Business Continuity Plan	Contractual	31 July 2023	<p>From 31 July 2023, you must have a business continuity plan at the pharmacy dealing with temporary suspensions of pharmaceutical services because of illness or another reason beyond your control.</p> <p>This briefing from CPE contains the key information to include in your Business Continuity Plan</p>	
Get ready for Flu	Service Delivery	Ongoing	<p>Check the latest information published by CPE to ensure you are ready to deliver the flu service:</p> <ul style="list-style-type: none"> • Read the latest Flu Letter from the DHSC, PHE & NHSE&I • Training requirements 	
PharmOutcomes	Act now	Ongoing	<p>Check PharmOutcomes a minimum of three time a day for referrals for the following services:</p> <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 	

Regular Tasks

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

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Pharmacy Profile Update	Contractual	Quarterly	Ensure your Directory of Services and NHS website profiles are up to date by updating your NHS Profile Manager once each quarter	
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	
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 here	
VirtualOutcomes	Workforce training	Ongoing	A new module will be released every month. Access all modules 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)
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