

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
August Bank Holiday Opening Times	Contractual	28 August 2023	You are required to notify your patients of the nearest pharmacies open to your pharmacy on the Bank Holiday dates if you are closed. Details of pharmacies open over the Bank Holiday is available on the LPC Website . If you have been directed to open log onto PharmOutcomes and complete the electronic form (titled ' Directed Rota Claim Form ') to claim payment within 28 days of the rota (25 September).	
COVID 19 Vaccination EOI	Service Delivery	29 August 2023, 5pm	The deadline to complete the EOI for the COVID vaccination service is 29 August at 5pm. Find out more on the CPE website	
Pharmacy Owners views sought by CPE	Pharmacy	29 August 2023	The Community Pharmacy England Committee are seeking input from pharmacy owners ahead of their September meeting. Find out more on the CPE website	
Hypertension Case Finding – IT update	Service Delivery	1 September 2023	Starting from 1 September 2023, you must use an NHS approved clinical IT system for clinical records and payment claims for the Hypertension case-finding service. Find out more on the CPE website	
Price Concession Webinar	Pharmacy Income	5 September 2023	CPE will be hosting a webinar to help to explain how the concessions system works and what happens when pharmacy owners report increased prices. They will also answer your questions and you will hear further feedback for the Department of Health and Social Care (DHSC). Find out more and book you place here	
Pharmacy Owner Engagement Event	Pharmacy Contract	18 September 2023	CPE is hosting a national engagement event for pharmacy owners. This will be an opportunity to hear more about CPEs work and progress in key areas, participate in discussions on key issues, and share views on those issues that are important to you. Find out more on the CPE website	
Pharmacy Quality Scheme	Pharmacy Income	From 1 June 2023	PQS for 2023/24 launched on 1 June 2023 Details are available on the NHSBSA website	
Get ready for Flu (Updated)	Service Delivery	Ongoing	Check the latest information published by CPE to ensure you are ready to deliver the flu service: <ul style="list-style-type: none"> • Read the latest Flu Letter from the DHSC, PHE & NHSE&I • Training requirements • Regional Flu Training • Service Specification & PGD 	
Pharmacy Profile Update	Contractual	30 September (Quarterly)	Ensure your Directory of Services and NHS website profiles are up to date by updating your NHS Profile Manager once each quarter. Deadline for this quarter 30 September 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"> • 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	
NHS Mail	Pharmacy IT	Access regularly (at least once a month)	Ensure you access your personal NHS.net email regularly (at least once every 30 days) 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)
 Sara Davies (Engagement Officer)

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