# If you are part of a pharmacy group or multiple, please liaise with your company managers/head office

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| Subject | Requirement | Deadline | Action and links | Tick when  completed |
| **Christmas 2020**  Amendments to supplementary hours for Dec 26th 2020 | Pharmacy Business | 26th September 2020 | December 26th this year falls on a Saturday and therefore the Bank Holiday substitute is Monday December 28th. If you wish to amend any supplementary hours on December 26th you must give at least 3 months’ notice to NHSE&I.  Further details are available in this [PSNC briefing](https://psnc.org.uk/wp-content/uploads/2019/07/PSNC-Briefing-025.19-Contract-Factsheet-Pharmacy-opening-hours-in-2020.pdf). |  |
| **PQS 20-21**  **Parts 1** | **Pharmacy Income**  **Have you declared yet?** | 29th January 2021 | Full details of part 1 can be found on the [PSNC website](https://psnc.org.uk/our-news/pqs-announced-for-first-part-of-2020-21/)  Supporting information:   * [10-minute digital guide](https://psnc.org.uk/services-commissioning/pharmacy-quality-scheme/part-1-pqs-2020-21-digital-guide-for-contractors/) * [Evidence Checklist](https://psnc.org.uk/services-commissioning/psnc-briefings-services-and-commissioning/psnc-briefing-024-20-pharmacy-quality-scheme-essential-criteria-checklist-for-covid-19-evidence-checklist/) * [FAQ](https://psnc.org.uk/services-commissioning/pharmacy-quality-scheme/pharmacy-quality-scheme-2020-21-faqs/)   **Training:** VirtualOutcomes have developed a module that will walk you through each item on the checklist and give suggestions on what evidence you and the team need to keep. Access [here](https://www.virtualoutcomes.co.uk/). |  |
| **PQS 20-21**  **Part 2** | Pharmacy Income | Starts October 2020 | An initial outline of Part 2 of the 2020/21 Pharmacy Quality Scheme (PQS) can be found on the [PSNC website.](https://psnc.org.uk/our-news/initial-information-on-the-part-2-pqs-for-2020-21/) |  |
| **Bank Holiday Opening Times** | Pharmacy Business | August 31st 2020 | Download a copy of those pharmacies who are open on the August Bank Holiday Monday from the [LPC website](https://psnc.org.uk/halton-st-helens-and-knowsley-lpc/our-news/august-bank-holiday-opening-times/). |  |
| **Flu Service** | Service Delivery | Act now | Get ready for the upcoming flu season with the resources on the [PSNC website](https://psnc.org.uk/services-commissioning/advanced-services/flu-vaccination-service/).   * [PSNC Early guidance briefing](https://psnc.org.uk/services-commissioning/psnc-briefings-services-and-commissioning/psnc-briefing-023-20-early-guidance-on-the-2020-21-seasonal-influenza-vaccination-advanced-service/) * [National flu letters and plan](https://www.gov.uk/government/publications/national-flu-immunisation-programme-plan) * [Updated PPE Guidance](https://psnc.org.uk/our-news/ppe-guidance-updated-including-changes-for-flu-vac/) |  |
| **Steroid Emergency Card** | Patient Safety | Cards available to order from September 1st | To support the recent [CAS alert](https://psnc.org.uk/our-news/patient-safety-alert-steroid-emergency-card/) the Steroid Emergency Card will be available to order from Primary Care Support England ([**PCSE online**](https://secure.pcse.england.nhs.uk/_forms/pcsssignin.aspx)) from 1st September 2020. |  |
| **DSP Toolkit** | Contractual | 30th September 2020 | **Updated:** The current submission deadline has been amended from 31st March 2020 to 30th September 2020.  Find out more on the [PSNC website](https://psnc.org.uk/contract-it/pharmacy-it/information-governance/). |  |
| **COVID 19** | Contractor Support | Ongoing | Ensure you keep up to date with the national & local guidance:   * [PSNC](https://psnc.org.uk/the-healthcare-landscape/covid19/) – for the latest news round-up * [GOV.UK](https://www.gov.uk/government/collections/wuhan-novel-coronavirus) – for advice for healthcare professionals * [PHE](https://campaignresources.phe.gov.uk/resources/campaigns/101-coronavirus-) – for posters and resources * [LPC](https://psnc.org.uk/halton-st-helens-and-knowsley-lpc/covid-19-hub/) – for next steps, links to national information and links to local information (as it becomes available) * Look out for the most up to date information and guidance via your NHS Shared Mailbox.   Please contact the LPC if you require urgent support. |  |

Upcoming Deadline Reminder

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| Subject | Requirement | Deadline | Action and links | Tick when  completed |
| **Healthy Living Pharmacy** | Contractual | Date to be confirmed – Delayed due to COVID-19 | Ensure you have your HLP Leader and Health Champion in place in time for the planned changes to the Terms of Service.  Further details are available on the [PSNC website](https://psnc.org.uk/services-commissioning/locally-commissioned-services/healthy-living-pharmacies/). |  |

Regular Tasks

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

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| **Subject** | **Requirement** | **Deadline** | **Action and links** | **Tick when**  **completed** |
| **Local Services** | Pharmacy income | By the 5th | Please claim all your locally commissioned services by the 5th 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 your Mailbox and that it is checked at least once daily. |  |
| **Virtual Outcomes** | Workforce training | Ongoing | A new module will be released every month. Access [here.](https://www.virtualoutcomes.co.uk/pharmacy-training/) |  |
| **LPC Mailing List** | Pharmacy Mailing List | Ongoing | Encourage your locums to join the LPC mailing list to ensure they are up to date with rapidly changing pharmacy environment. |  |

**If you require support from the LPC please contact us: PLEASE NOTE OUR NEW EMAIL DETAILS**

Matt Harvey (Chief Officer) matt@liverpool-lpc.org.uk Tel: 07591 207026

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|  |  |  |
| Follow us on Twitter | @liverpoolLPC |  |
| Join our Closed Facebook Group | [LPC Facebook page](https://www.facebook.com/groups/257066005049887/?ref=bookmarks%09) |  |
| Visit our website | <http://www.liverpool-lpc.org.uk/> |  |