# 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 |
| **Risk Assessment Declaration** | Contractual | 31st July 2020 | Window 2 of the NHSBSA Risk Assessment Declaration closes on the 31st July. See the [PSNC website](https://psnc.org.uk/our-news/nhsbsa-launches-staff-risk-assessment-survey/) for further details. |  |
| **PQS 20-21**  **Part 1 Live** | Pharmacy Income | 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/) |  |
| **Pandemic Delivery Service** | Service Delivery | Ends 31st July 2020 | Ensure all staff members are made aware that the service will end on 31st July 2020.  Please submit any outstanding claims by 5th August via MYS. |  |
| **Flu Training** | Service Delivery | Act now | The LPCs have arranged a competitively priced training for the upcoming flu season.  Click [here](http://www.cpgmhealthcare.co.uk/flu-vaccination-training.html) for dates and booking information. |  |
| **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/). Read the recent announcement regarding expansion of the service [here](https://psnc.org.uk/our-news/nhs-flu-vac-programme-targets-30-million-people-as-expansion-of-eligible-groups-announced/). |  |
| **Updated Mask Guidance** | Staff Safety |  | See the updated PHE guidance on the use of facemasks by pharmacy staff [here](https://psnc.org.uk/our-news/updated-phe-guidance-on-use-of-face-masks-by-pharmacy-staff/). |  |
| **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. |  |
| **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](http://liverpool-lpc.org.uk/covid-19/) – 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 |
| **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 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). |  |
| **Healthy Living Pharmacy** | Contractual | Date to be confirmed – Delated 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. |  |
| **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:**

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

David Barker (Engagement Officer) [david@liverpool-lpc.org.uk](mailto:david@liverpool-lpc.org.uk) Tel: 07591 207923

Disclaimer: This guidance has been produced by Halton, St Helens & Knowsley LPC after reviewing all the information available to us. Every care has been taken in completion of the tracker, but no responsibility can be accepted for any error or consequence of such an error.