# **Community Pharmacy Tracker**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Subject | Requirement | Deadline | Action and links | Tick when  completed |
| **Pharmacy Collect** | Service Delivery | 30th April 2022 | The Pharmacy Collect Service ended on March 31st 2022, you have until 30th April to submit any outstanding claims on MYS.  Find out more on the [PSNC website](https://psnc.org.uk/our-news/pharmacy-collect-end-of-service-preparations/). |  |
| **Update NHS website & DoS profile** | Contractual Requirement | Act Now | Please ensure you update your opening hours for the May & June Bank Holidays.  Find out more in this [PSNC Briefing](https://psnc.org.uk/wp-content/uploads/2021/06/PSNC-Briefing-01821-Pharmacy-opening-hours-in-2022-LRv2-1-TRACKED-CHANGES-VERSION-2.pdf). |  |
| **Vaccination Training** | Service Delivery |  | The LPC is working with CHL to provide vaccination training across Cheshire, Mersey & Greater Manchester.  Find out more and book your place [here](http://www.cpgmhealthcare.co.uk/vaccination-training-events.html). |  |
| **Flu Letter** | Service Delivery |  | The annual flu vaccination programme letter for the 2022/23 season has now been published.   Visit the [PSNC website](https://psnc.org.uk/our-news/annual-flu-letter-for-2022-23-published/) and get prepared for the coming season. |  |
| **RSG** |  | Various dates | To help contractors to understand the proposals, ask questions and hear directly from RSG members, the RSG are holding several contractor briefing events.   * National Contractor Briefing Event: Tuesday 3rd May, 7-8pm * National Contractor Briefing Event: Wednesday 4th May, 12-1pm * Regional (North West) Contractor Briefing Event: Monday 16th May, 7-8pm   Read more about these events and book your place [here.](https://pharmacy-review.org/) |  |
| **Local Services** | Pharmacy income | By the 5th | Please claim all your locally commissioned services by the 5th of the month. |  |
| **NMS Quarterly Report** | Contractual | Quarterly - Paused | The requirement to submit data will be reinstated from Quarter 1 of 2022/23 (April – June 2022), with contractors submitting their quarterly data in early July 2022. |  |
| **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 the rapidly changing pharmacy environment. |  |

**Regular Tasks**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Subject | Requirement | Deadline | Action and Links | Complete? |
| Local Services | Pharmacy income | By the 5th. | Please claim all your locally commissioned services by the 5th of the month. |  |
| NMS Quarterly Report | Contractual | Quarterly – Paused | The requirement to submit data will be reinstated from Quarter 1 of 2022/23 (April – June 2022), with contractors submitting their quarterly data in early July 2022. |  |
| 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 the rapidly changing pharmacy environment. |  |

**If you require support from the LPC please contact us:**

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

David Barker (Engagement Officer) - david@liverpool-lpc.org.uk – Tel 07591 207923

Thomas Wareing (Engagement Officer) – [thomas@liverpool-lpc.org.uk](mailto:thomas@liverpool-lpc.org.uk) – Tel 07517 105792

Visit our website: [https://liverpool-lpc.org.uk](https://liverpool-lpc.org.uk/)

Disclaimer: This guidance has been produced by Liverpool 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.