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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Subject | Requirement | Deadline | Action and links | Complete? |
| **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). |  |
| **May & Jubilee Directed Rotas** | Contractor Income | Within 28 days of the date of the Rota | If you were directed to open over the Early May Bank Holiday or are directed to open over the Jubilee Bank Holiday, please remember to return the completed rota form within 28 days of the date of the rota to Pharmacy team. The Rota form can be downloaded from the [LPC website](https://halton-st-helens-knowsley.communitypharmacy.org.uk/d-f/directed-rota-form/). |  |
| **NMS Quarterly Report** | Contractual | Within 10 working days of the start of July | The requirement to submit the NMS has now been reinstated.You must submit your NMS data for April – June 2022 to the NHSBSA within 10 working days from the start of July 2022.Further information can be found on the [NHSBSA website.](https://www.nhsbsa.nhs.uk/pharmacies-gp-practices-and-appliance-contractors/dispensing-contractors-information/new-medicine-services-nms-quarterly-submission) |  |
| **PQS** | Contractor Income | 30th June 2022 | Evidence gathering for 2021/22 must be completed by the 30th of June 2022. Contractors must ensure that evidence for all domains claimed for is full in place by this point.Further details can be found on the [PSNC website](https://psnc.org.uk/services-commissioning/pharmacy-quality-scheme/). |  |
| **DPS Toolkit** | Contractual Requirement | 30th June 2022 | Access the new guidance from PSNC to help support your completion of the 2021/22 Data Security and Protection Toolkit [here](https://psnc.org.uk/our-news/data-security-protection-toolkit-new-psnc-guidance-available/). |  |
| **RSG Contractor Webinar & Voting Period** | Pharmacy Representation | Webinar – 7th June 2022Voting period ends 17th June 2022 | The final contractor briefing event will be held from 7pm - 9pm on the 7th of June 2022. Find out more and book your place [here](https://us02web.zoom.us/meeting/register/tZwvd--srT4iHNeKO1MK7NWgkVEnN5FYO-XA).The three-week voting period will open on Friday 27th May 2022 and will close on Friday 17th June 2022 at 11:59pm.Further details regarding the proposal can be found on the [RSG website.](https://pharmacy-review.org/contractor-proposals/) |  |
| **Vaccination Training** | Service Delivery | Various dates | The LPC is working with CHL to provide vaccination training across Cheshire, Merseyside and Greater Manchester.Find out more and book your place [here](http://www.cpgmhealthcare.co.uk/vaccination-training-events.html). |  |

**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. |  |
| 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 - Tel: 07591 207026

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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.