# **Community Pharmacy Tracker**

# 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 | Complete? |
| Smartcard Deadline | Service Delivery | 27th June 2022 | 140,000 cards are due for renewal on 27 June 2022. Please ensure all team members with a smartcard check their card immediately and renew if it is due to expire. |  |
| DSP Toolkit | Contractual Requirement | 30th June 2022 | Access the new guidance from PSNC to support you to complete the 2021/22 Data Security and Protection Toolkit here. |  |
| PQS | Contractor Income | 30th June 2022 | Evidence gathering for 2021/22 PQS must be completed by the June 30th 2022. You must ensure that evidence for all domains claimed for is fully in place by this point. Further details can be found on the PSNC website. |  |
| PharmOutcomes Checks | Service Delivery / Contractual | Act now | Check that your team has access to PharmOutcomes during all your opening times, especially when locums are on duty; set-up additional accounts if needed. Instructions can be found here. Ensure your pharmacy team checks PharmOutcomes regularly throughout the day and actions any referrals received. |  |
| Update your DOS & NHS Profiles using the NHS Profile Manager | Contractual | Quarterly – by 30th June 2022 | Ensure your Directory of Services and NHS website profiles are up to date and verify each quarter of the financial year using the new NHS Profile Manager. Find out more about the profile manager on the PSNC website. |  |
| Vaccination Training  | Service Delivery | Various dates | The LPC is working with CHL to provide vaccination training across Cheshire, Mersey & Greater Manchester. Find out more and book your place here. |  |

**Regular Tasks**

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

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| 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

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

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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.