**Monthly Tasks**

If you are part of a pharmacy group or multiple, please liase with your respective manager / head office.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject** | **Requirement** | **Deadline** | **Action and links** | **Tick when complete** |
| Regulatory Change: Business Continuity Plan (Updated) | Contractual | 31st July 2023 | From 31st July 2023, you must have a business continuity plan at the pharmacy dealing with temporary suspensions of pharmaceutical services because of illness or another reason beyond your control.  CPE have provided updated plans, check lists and briefings [here](https://cpe.org.uk/our-news/business-continuity-plans-required-for-temporary-closures-from-31st-july/). |  |
| Get ready for Flu (Updated | Service Delivery | Ongoing | Check the latest [information](https://cpe.org.uk/national-pharmacy-services/advanced-services/flu-vaccination-service/) published by CPE to ensure you are ready to deliver the flu service:  • Read the latest [Flu Letter](https://www.gov.uk/government/publications/national-flu-immunisation-programme-plan) from the DHSC, PHE & NHSE&I.  • Training requirements.  • Regional [Flu Training](http://www.cpgmhealthcare.co.uk/vaccination-training-events.html). |  |
| Pharmacy Quality Scheme | Pharmacy Income | From 1st June 2023 | PQS for 2023/24 launches on 1st June 2023.  Details are available on the [NHSBSA website](https://www.nhsbsa.nhs.uk/pharmacy-quality-scheme-pqs-launch-year-5-scheme-202324). |  |

**Regular Tasks**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject** | **Requirement** | **Deadline** | **Action and links** | **Tick when**  **completed** |
| Pharmacy Profile Update | Contractual | Quarterly | Ensure your Directory of Services and NHS website profiles are up to date by updating your [NHS Profile Manager](https://organisation.nhswebsite.nhs.uk/) once each quarter. |  |
| PharmOutcomes | Act now | Ongoing | Check PharmOutcomes a minimum of three time a day for referrals for the following services:  • The Community Pharmacy Consultation Service (GP and 111 pathways).  • The Discharge Medicines Service.  • The Hypertension Case Finding.  • The Smoking Cessation Service. |  |
| NHS Mail | Pharmacy IT | Access regularly (at least once a month) | NHS Mail From 1st December 2022, personal NHSmail accounts which are not used for 30 days will be marked inactive and inactive accounts which are not activated within the following 30 days will be deleted.  Ensure you access your personal NHS.net email regularly to avoid your account being deleted. Further information is available [here.](https://cpe.org.uk/our-news/nhsmail-changes-keeping-your-account-active/) |  |
| 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 the rapidly changing pharmacy environment. |  |

If you require support from the LPC please contact us:

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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 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.