Deadline Tracker November 2023

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Subject | Requirement | Deadline | Action and links | Tick when  completed |
| **LFD Advanced service** | Service Delivery | Launches November 2023 | A new Advanced service to supply eligible patients with COVID-19 Lateral Flow Device (LFD) test kits has been announced.  The service will allow eligible patients who have [risk factors for progression to severe COVID-19](https://www.nice.org.uk/guidance/ta878/chapter/5-Supporting-information-on-risk-factors-for-progression-to-severe-COVID-19) to obtain LFD test kits from participating community pharmacies.  Find out more on the CPE website [here](https://cpe.org.uk/our-news/new-lfd-advanced-service-launches-next-month/). |  |
| **CPAF Full Questionnaire** | Contractual | 3rd December 2023 | Some contractors will be asked to complete the full CPAF questionnaire. If selected, you will be emailed by the NHSBSA to your shared mailbox. Some pharmacies may also be selected to validate their answers to the screening questions. Find out more on the CPE website [here](https://cpe.org.uk/our-news/community-pharmacy-assurance-framework-cpaf-full-questionnaire/).  Contact us if you are selected and require support. |  |
| **Workforce Survey 2023** | Contractual | 17th December 2023 | The 2023 Community Pharmacy Workforce Survey is now open, all pharmacy owners will need to submit data to support workforce planning for the sector.  Find out more on the CPE website [here](https://cpe.org.uk/quality-and-regulations/annual-workforce-survey/). |  |
| **Medicines Supply & Price Concession Process** | Pharmacy Business | Act now | Find out more about the medicines supply and price concession process by accessing the new resources from CPE [here](https://cpe.org.uk/our-news/explained-medicines-supply-and-price-concessions-process/). |  |
| **Pharmacy Quality Scheme** | Pharmacy Income | See linked date summary | The PQS Aspiration Payment window is now and will close at 23:59 on 29 September 2023   * Access the VirtualOutcomes PQS briefing [here](https://mcusercontent.com/50ebb27dcd09a53230a28d990/files/540d1b44-2f33-6161-510d-042b4064e198/PQS_2023_24.pdf) * Download a summary of important dates [here](https://halton-st-helens-knowsley.communitypharmacy.org.uk/wp-content/uploads/sites/45/2023/09/PQS-Important-Dates.pdf)   Full PQS details are available on the [NHSBSA website](https://www.england.nhs.uk/wp-content/uploads/2021/09/PRN00176-pharmacy-quality-scheme-guidance-23-24-v2.pdf) |  |

**Regular Tasks**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Subject | Requirement | Deadline | Action and links | Tick when  completed |
| **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 | Ensure you access your personal NHS.net email regularly (at least once every 30days) to avoid your account being deleted. Further information is available [here](https://psnc.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. |  |
| **VirtualOutcomes** | Workforce training | Ongoing | A new module will be released every month. Access [here.](https://www.virtualoutcomes.co.uk/pharmacy-training/) |  |
| **Pharmacy Profile Update** | Contractual | Update 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. |  |
| **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:**

**Community Pharmacy Halton, St Helens & Knowsley**

Louise Gatley (Chief Officer – Job Share) [louise@hshk-lpc.org.uk](mailto:louise@hshk-lpc.org.uk) Tel: 07515 285178

Helen Murphy (Chief Officer – Job Share) [helen@hshk-lpc.org.uk](mailto:helen@hshk-lpc.org.uk) Tel: 07562 422909

Joe Clarke (Business Support Officer) [joe@hshk-lpc.org.uk](mailto:joe@hshk-lpc.org.uk) Tel: 07958 774715

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

**Community Pharmacy Liverpool**

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](mailto: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

**Community Pharmacy Sefton**

Dr Lisa Manning (Chief Officer) [lisa@sefton-lpc.org.uk](mailto:lisa@sefton-lpc.org.uk) Tel: 07912 043872  
Sara Davies (Service & Engagement Support Officer) [sara@sefton-lpc.org.uk](mailto:sara@sefton-lpc.org.uk) Tel: 07703 689998

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.