

June 2020 Deadline Tracker

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

Regular Tasks ■

Subject	Requirement	Deadline	Action and Links	Tick when Completed
Log into Pharmacy Premises NHSmail	Essential daily task to get vital contractual communications from NHS England, NHSBA and CPWY Essential for CPCS	Every day task	An increasing number of services are now using NHSmail rather than fax to communicate with community pharmacy. From 15 th July 2020, CPWY will use ONLY the pharmacy premises shared NHSmail address to communicate contractor specific and commercially sensitive information. Pharmacies providing the CPCS service MUST check the Shared NHSmail Account when the pharmacy opens and before the pharmacy closes each day. Help how to do this, any problems accessing or using, and guidance for all staff including locums.	
Log onto PharmOutcomes	Connect with Pharmacy (CWP) CPCS Messages from Commissioners	Every day task – check at regular intervals throughout the day!	Please ensure you are checking at regular intervals throughout the day for both CPCS referrals and CWP referrals and action accordingly. For more information on CWP please see our website here . Commissioners for other services will also put important messages on here so please acknowledge when you have read them.	
Pre-Reg Payments	Pharmacy Income	Monthly	Check that you are receiving your Pre-Registration Pharmacist Payments. Further information from PSNC here with local contacts here .	
Virtual Outcomes	Workforce Training	Ongoing	The newest module available is EPS Release 4 and eRD . More information can be found on our website here .	
Price Concession Reporting	Pharmacy Income	Ongoing	Please report any supply issues and medicines shortages to PSNC using the online reporting form .	
NHS CPCS Service	Pharmacy Income	By the 5 th of every month	Although service activity recorded onto PharmOutcomes will prepopulate the MYS claim screen, contractors are still required to login to the MYS portal to confirm and submit the claim.	
Local Services	Pharmacy Income	By the 5 th of every month	Please claim all your Public Health and other local services via PharmOutcomes or as guided on our monthly services checklist here .	
Patient Safety	Regulatory	Monthly	Keep your patient safety report up to date. More information can be found here . Download the new patient safety resources here	
Pharmacist Support – Wellbeing Campaign	Staff Wellbeing	Ongoing	A new campaign to help pharmacists and pharmacy student to prioritise their wellbeing has been launched by Pharmacist Support. Find out more on PSNC here and more on our website here .	

Date Sensitive Deadlines ■

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COVID-19	Contractor Support	Ongoing	Ensure you're keeping up to date with the national and local COVID-19 guidance: <ul style="list-style-type: none"> PSNC for the latest news round-up. GOV.UK for advice for healthcare professionals. PHE for posters and resources. CPWY for links to local information and advice from your LPC. 	

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Flu Vaccination Ordering	Service Delivery	Act Now!	Find out what you need to do on the PSNC website . Contractors are recommended to read the Annual Flu Letter for 20/21 which outlines the vaccines agreed for use for 20/21. In light of COVID-19, the letter asks both community pharmacies and GP practices to urgently review their vaccine orders as it is anticipated that concerns about COVID-19 may increase demand for flu vaccination this season.	
Locally Commissioned Services Changes	Contractual and Protection of Pharmacy Income	Effective from April 2020	We have agreed changes to locally commissioned services to help ease pressures on you and protect your income during the COVID-19 pandemic More information on the West Yorkshire Supervision Services can be found here . If you are beginning to think about your restoration and recovery plans for local services and need further advice, contact us by email: info@cpwy.org	
End of Month Submission Reminder	Pharmacy Income	By 5th June 2020	Contractors should submit their end of month bundle and FP34C using their usual delivery method no later than the 5th day of the month following that in which supply was made. More information here . We would also encourage contractors to submit their prescription return via MYS as well as sending in the paper bundle. This can be done up to the close of play on the 5th of the month. It doesn't matter if the figures differ from the paper return. This will give a more accurate return and may help with cash flow.	
Pandemic Delivery Service (Advanced Service)	Pharmacy Income	By 5th June 2020	Here are resources to help your understanding and claiming for the service <ul style="list-style-type: none"> • Read the service specification • Watch PSNC's digital guide • Take a look at key points on delivering the service Any claims need to be submitted via MYS portal . NHSE&I are undertaking Post Payment Verification checks for this service	
NHS Temporary Safeguarding Payment	Pharmacy income	By 5th June 2020	If you need to claim NHS temporary safeguarding payment in the drug tariff (part XIVC) due to extension of the period of treatment read more here on how to claim it, you must submit this with your monthly bundle and FP34C.	
May Bank Holiday – 8 th May 2020	Pharmacy Income	22nd June 2020	If you opened on 8 th May 2020 under the national arrangements ensure you claim your payment via the Manage Your Service (MYS) portal .	
DSP Toolkit	Contractual	30th September 2020	Update: The current submission deadline has been amended from 31st March 2020 to 30th September 2020 . More information on the PSNC website here .	

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Community Pharmacy Annual Clinical Governance Requirement	Contractual Requirement	No action needed	Community Pharmacy Patient Questionnaire (CPPQ) - NHSE&I will not take action against contractors who have not completed these by 31 st March 2020. Clinical Audit: The National Clinical Audit for 2019/20 is Antimicrobial Stewardship has been waived to help community pharmacies to react to current situation. Complaints Report and Updating Practice Leaflet: There won't be any action taken if not submitted by 31st March 2020.	

***Disclaimer:** This guidance has been produced by Community Pharmacy West Yorkshire 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. For further advice and support from Community Pharmacy West Yorkshire, please contact us by email info@cpwy.org, call us on 0113 272 7560 or visit our website www.cpwy.org.*

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