

August 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, NHSBSA 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 15th July 2020, CPWY will ONLY use the pharmacy premises shared NHSmail address to communicate contractor specific and commercially sensitive information. Pharmacies providing CPCS 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 Shingles . 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 .	
End of Month Submission Reminder	Pharmacy Income	By the 5 th of every month	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.	
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 .	

Turn over for Date Sensitive Deadlines! ...

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Date Sensitive Deadlines ■

Subject	Requirement	Deadline	Action and Links	Tick when Completed
COVID-19	Contractor Support	Ongoing	<p>Ensure you're keeping up to date with the national and local COVID-19 guidance:</p> <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. 	
Updated Mask Guidance	Staff Safety	Ongoing	See the updated PHE guidance on the use of facemasks by pharmacy staff here .	
Flu Vaccination Service	Service Delivery	Act Now!	<ul style="list-style-type: none"> • Training - although we are still waiting for the 2020/21 service specification to be published, pharmacists planning to provide the service should be starting to think about what training they need to ensure they are up-to-date and ready for the start of the service in September. See here. • Ordering sufficient vaccines - contractors are recommended to read the Annual Flu Letter for 2020/21 which outlines the vaccines agreed for 2020/21. (also note the recent announcement that additional groups will be eligible for flu vaccination this year – see here). • Read the PSNC briefing here which describes the flexibilities currently being discussed. We strongly recommend contractors use this information and start to plan now on how they will provide the NHS flu vaccination this year. • All contractors have been sent an email to their pharmacy NHSmail address from NHSE&I about the option of additional opening to provide NHS flu clinics. To support planning of flu vaccinations locally, please ensure you complete the form that has been sent by 21st August 2020. 	
NHS Pandemic Delivery Service (Advanced Service)	Pharmacy Income	Ends 31 st July 2020 – Claim by 5 th August 2020	The NHS Pandemic Delivery Service ends on Friday 31 st July 2020 see here . Contractors must submit their claims for payment for the Advanced Service via the MYS platform by 5th August 2020 – claims for this service will not be accepted after this date. Payment for the Essential Service will be made automatically for July 2020. A patient leaflet to explain the end of lockdown medicines delivery is available here .	
CPWY Connect Zoom Meeting	Contractor Support	Tuesday 11 th August 2020 at 7.30pm	Join our online meeting on Tuesday 11 th August 2020 at 7.30pm to find out the latest hot topics and updates and to answer any queries you may have! Check our website for more details here .	
Christmas 2020 – Amendments to Supplementary Hours for Dec 26 th 2020	Pharmacy Business	26 th September 2020	This year, 26 th December 2020 falls on a Saturday, therefore the Bank Holiday substitute is Monday 28 th December 2020. If you wish to amend any supplementary hours on 26 th December 2020, you must give at least 3 months' notice to NHSE&I. Further details in this PSNC briefing .	

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DSP Toolkit	Contractual	30 th 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 .	
Pharmacy Quality Scheme (PQS) . Part 1 Live	Pharmacy Income	29 th January 2021	Full details of Part 1 can be found on the PSNC website here . Supporting information: <ul style="list-style-type: none">• 10-minute digital guide• Evidence Checklist• FAQ's	

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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