

September 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. CPWY now 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 around Part 1 of the 2020/21 PQS . 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 ■

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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. 	
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	Service started on 1 st September 2020	Service details, PGD, PPE guidance and FAQs are all available on the PSNC website here . Please complete our flu service questionnaire. This information will help plan and co-ordinate the delivery of flu vaccinations this season. The questionnaire can be completed here and must be completed by close of play on Tuesday 8th September 2020 .	
Hepatitis C Testing Service	Service Delivery	Service started on 1 st September 2020	Find full service details on the PSNC website here .	
CPWY Connect Zoom Meeting	Contractor Support	9 th September 2020, 7.30pm	Join our online meeting on Wednesday 9 th September 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 .	
DSP Toolkit	Contractual	30 th September 2020	The normal submission deadline was amended from 31st March 2020 to 30th September 2020. Please ensure you have completed this by the deadline! More information on the PSNC website here .	
Changes to Terms of Service	Contractual Requirement	Postponed till Autumn 2020	Changes to the Terms of Service, including Healthy Living Pharmacy requirements: the previously agreed changes to the Terms of Service are being finalised by DHSC and PSNC – contractors should familiarise themselves here . Note - <i>timing of these new requirements becoming mandatory will be provided shortly</i> .	

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Pharmacy Quality Scheme (PQS) 2020/21: Part 1	Pharmacy Income	By 23:59 on the 29 th January 2021	<p>To meet the requirements of the new scheme, contractors need to complete all 14 actions set out in a checklist, all of which relate to the response to the pandemic.</p> <ul style="list-style-type: none"> • Download the Part 1 PQS 2020/21 Checklist for the COVID-19 response • Advice on what evidence should be retained to demonstrate that contractors have complied with the scheme. • Answers to frequently asked questions on the scheme. • A PSNC 10-minute digital guide to the scheme; and • A record sheet to capture staff briefings, or training sessions. <p>Local information you will need for PQS Criteria 5: Along with the national testing programme there is support locally for testing which can be found here.</p>	
Pharmacy Quality Scheme (PQS) 2020/21: Part 2	Pharmacy Income	By February 2021 – date to be confirmed	<p>The full requirements for Part 2 of the 2020/21 Pharmacy Quality Scheme (PQS) have been released and further information on all the five domain can be found here.</p> <p>We will be developing further support for the local elements of PQS part 2 (Flu vaccination & Business continuity discussion at PCN level during September 2020).</p>	

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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