

October 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 NHS Flu 2020/21 Engagement Training . More information can be found on our website here .	
Price Concession, Shortages and Quota Reporting	Pharmacy Income	Ongoing	Please report any supply issues and medicines shortages to PSNC using the online forms . Report product over Drug Tariff price . Supply Issues Shortages Report Quota Issues	
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! ...

Website: www.cpw.org

Email: info@cpwy.org

Telephone: 0113 272 7560

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Date Sensitive Deadlines ■

Subject	Requirement	Deadline	Action and Links	Tick when Completed
Healthy Living Pharmacy	Contractor	Date Still to be Confirmed – Delayed Due to COVID-19	Ensure you have your HLP Leader and Health Champion in place in time for the planned change to the Terms of Service. Further details on the PSNC website here .	
Flu Vaccination Service	Service Delivery	Started on 1st September 2020	Service details, PGD, PPE guidance and FAQs are all available on the PSNC website here . Remember to submit your claims for September via the MYS portal .	
Hepatitis C Testing Service	Service Delivery	Started on 1st September 2020	Find full service details on the PSNC website here .	
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. 	
Local Services	Supervision Income	Ongoing	The 'legacy' or 'average payments' agreed for the first six months of the pandemic are coming to an end payments will revert back to being ACTIVITY based. Ensure that you MINIMISE ANY LOSS OF INCOME, both with claiming from the commissioner for supervision and for endorsing prescriptions correctly Further details here: Supervision Bulletin - 24th September 2020	
Personal Protective Equipment (PPE)	Regulatory and Contractor Support	Act Now!	It is now compulsory for community pharmacy staff to wear face coverings in areas that are open to the public or where they come / likely to come within close contact of a member of the public. Existing PHE guidance on the wearing of face masks in community pharmacy.. PSNC also have information on their website here . Sign up to the PPE Portal to ensure you have access to stocks.	
COVID-19 Testing – Priority Access	Contractor Support	Act Now!	Essential workers can access priority testing slots for COVID-19. Find out more, including how to sign up for employer access here . <i>Please note that due to a high demand there is a slight delay in processing requests; we recommend that you prioritise this action.</i>	
PQS Aspiration Payment	Pharmacy Income	By 23:59 on 9th October 2020	Contractors can claim for an Aspiration payment on the NHSBSA Manage Your Service (MYS) application between 09:00 on 14th September 2020 and 23:59 on 9th October 2020 . Further details here .	
Public Health Campaigns	Health Campaign	1st – 31st October 2020	Find out more about this year's Stoptober campaign on the PSNC website Please note, this is not a mandatory campaign. Mandatory campaigns resume in October 2020 with a flu campaign. Further details are available on the PSNC website .	

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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. • VirtualOutcomes PQS Part 1 training walks through the modules of the PQS Access this here. 	
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. Join our CPWY Online Event which will focus on PQS Part 2 on Wednesday 21st October 2020 at 7.30pm. Click here to book.</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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