

# November 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	<b>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.</b>  Pharmacies providing CPCS <b>MUST</b> check the Shared NHSmail Account when the pharmacy opens and before the pharmacy closes each day. <a href="#">Help how to do this, any problems accessing or using, and guidance</a> 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 <a href="#">here</a> . 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 <a href="#">PSNC here</a> with <a href="#">local contacts here</a> .	
Virtual Outcomes	Workforce Training	Ongoing	The newest module available is <b>PQS 2020/21 Part 2</b> . More information can be found on our website <a href="#">here</a> .	
Price Concession, Shortages and Quota Reporting	Pharmacy Income	Ongoing	Please report any supply issues and medicines shortages to PSNC using the <a href="#">online forms</a> . <a href="#">Report product over Drug Tariff price</a> . <a href="#">Supply Issues</a> <a href="#">Shortages</a> <a href="#">Report Quota Issues</a>	
End of Month Submission Reminder	Pharmacy Income	By the 5 <sup>th</sup> of every month	Contractors should submit their end of month bundle and FP34C using their usual delivery method <b>no later than the 5th day of the month</b> following that in which supply was made. More information <a href="#">here</a> . <b>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.</b>	
NHS CPCS Service	Pharmacy Income	By the 5 <sup>th</sup> 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 <sup>th</sup> of every month	Please claim all your Public Health and other local services via <a href="#">PharmOutcomes</a> or as guided on our monthly <a href="#">services checklist here</a> .	
Patient Safety	Regulatory	Monthly	Keep your patient safety report up to date. More information can be found <a href="#">here</a> . Download the new patient safety resources <a href="#">here</a> .	

Turn over for Date Sensitive Deadlines! ...

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## Date Sensitive Deadlines ■

Subject	Requirement	Deadline	Action and Links	Tick when Completed
Flu Vaccination Service	Service Delivery	<b>Started on 1<sup>st</sup> September 2020</b>	Service details, PGD, PPE guidance and FAQs are all available on the PSNC website <a href="#">here</a> . Remember to submit your claims for October via the <a href="#">MYS portal</a> .	
Flu Vaccine Supply	Service Delivery	<b>Date to be Confirmed</b>	This information is due shortly, is likely to subject to continual change and be updated quickly after publication, so please check the <a href="#">PSNC website</a> for the most up to date correct information.	
Hepatitis C Testing Service	Service Delivery	<b>Started on 1<sup>st</sup> September 2020</b>	Find full service details on the PSNC website <a href="#">here</a> .	
COVID-19	Contractor Support	<b>Ongoing</b>	Ensure you're keeping up to date with the national and local COVID-19 guidance: <ul style="list-style-type: none"> <li>• <a href="#">PSNC</a> for the latest news round-up.</li> <li>• <a href="#">GOV.UK</a> for advice for healthcare professionals.</li> <li>• <a href="#">PHE</a> for posters and resources.</li> <li>• <a href="#">CPWY</a> for links to local information and advice from your LPC.</li> <li>• <a href="#">PPE Portal</a> to ensure you have access to stocks.</li> </ul>	
Local Services	Supervision Income	<b>Ongoing</b>	The 'legacy' or 'average payments' agreed for the first six months of the pandemic have ended and payments have reverted 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 <a href="#">here</a> .	
Pharmacy Regulation Update	Contractual	<b>Ongoing</b>	Familiarise yourself with the changes to the pharmacy regulations <a href="#">here</a> .	
Personal Protective Equipment (PPE)	Regulatory and Contractor Support	<b>Act Now!</b>	The Government's PPE portal can be used by community pharmacies to obtain all the COVID-19 PPE they need; the supplies will be provided free of charge. Sign up to the <a href="#">PPE Portal</a> to ensure you have access to stocks. PHE updated its guidance on the wearing of facemasks in primary and community health care settings in July 2020. In summary, the recommendation is that all pharmacy staff now wear facemasks, unless the pharmacy is COVID-19 secure, including all staff being able to maintain a social distance from one another. PSNC also have information on their website <a href="#">here</a> .	
COVID-19 Testing – Priority Access	Contractor Support	<b>Act Now!</b>	Essential workers can access priority testing slots for COVID-19. Find out more, including how to sign up for employer access <a href="#">here</a> .	
GP CPCS	Service Delivery	<b>From 1<sup>st</sup> November 2020</b>	From 1st November 2020, the NHS CPCS has been extended to include referrals from general practices as well as from NHS 111. More information <a href="#">here</a> .	

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Healthy Living Pharmacy	Contractor	1 <sup>st</sup> January 2021	Ensure you have your HLP Leader and Health Champion in place in time for the planned changes to the Terms of Service. Further details on the PSNC website <a href="#">here</a> .	
Pharmacy Profile Update	Contractual	Quarterly (from 1 <sup>st</sup> January 2021)	Ensure your Directory of Services and NHS website profiles are up to date and verify each quarter of the financial year.	
Pharmacy Quality Scheme (PQS) 2020/21: Part 1	Pharmacy Income	By 23:59 on the 29 <sup>th</sup> January 2021	<p>To meet the requirements of the new scheme, contractors need to <b>complete all 14 actions</b> set out in a checklist, all of which relate to the response to the pandemic.</p> <ul style="list-style-type: none"> <li>• <a href="#">Download the Part 1 PQS 2020/21 Checklist for the COVID-19 response</a></li> <li>• <a href="#">Advice on what evidence should be retained</a> to demonstrate that contractors have complied with the scheme.</li> <li>• Answers to <a href="#">frequently asked questions</a> on the scheme.</li> <li>• A <a href="#">PSNC 10-minute digital guide</a> to the scheme; and</li> <li>• A <a href="#">record sheet</a> to capture staff briefings, or training sessions.</li> <li>• VirtualOutcomes PQS Part 1 training walks through the modules of the PQS Access this <a href="#">here</a>.</li> </ul>	
Pharmacy Quality Scheme (PQS) 2020/21: Part 2	Pharmacy Income	<p>Between 09:00 on 1<sup>st</sup> February 2021 and 23:59 on 26<sup>th</sup> February 2021</p> <p>Requires action now to prepare</p>	<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 domains can be found <a href="#">here</a>. A Virtual Outcomes module has just been released on the PQS Part 2. Details <a href="#">here</a>.</p> <p><b>Below is some of the local information you will need to achieve the domains:</b></p> <p><b>Domain 1: Infection Prevention &amp; Control and AMS</b> Awareness of Local Antibiotic Formulary information can be found <a href="#">here</a>.</p> <p><b>Domains 4&amp;5: Local PCN Work around Prevention and Business Continuity</b> Start engaging with your local community pharmacy PCN Rep in your area. Details can be found on our website <a href="#">here</a>.</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](mailto:info@cpwy.org), call us on 0113 272 7560 or visit our website [www.cpwy.org](http://www.cpwy.org).

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