

December 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 PQS 2020/21 Part 2 . 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 5th 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 5th 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 5th 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! ...

December 2020 Deadline Tracker

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

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. • PPE Portal to ensure you have access to stocks. 	
Pharmacy Regulation Update	Contractual	** New ** Ongoing Requirements	Familiarise yourself with the changes to the pharmacy regulations here . These include changes to registration with the Central Alerting System, NHS SCR access, NHSmail as an essential requirement and owing slips.	
Personal Protective Equipment (PPE)	Regulatory and Contractor Support	Act Now!	The Government's PPE portal should 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 PPE Portal to ensure you have access to stocks.	
COVID-19 Testing – Priority Access	Contractor Support	Act Now!	Pharmacy contractors should sign up now (before tests are needed) to ensure access for priority testing slots for pharmacy staff can be accessed.	
Flu Vaccination Service	Service Delivery	Started on 1 st September 2020 From 1 st December 2020	<p>Service details, PGD, PPE guidance and FAQs are all available on the PSNC website here. Remember to submit your claims for November via the MYS portal.</p> <p>The Department of Health and Social Care (DHSC) has announced that community pharmacy contractors and general practices can vaccinate 50 to 64 year olds against flu from Tuesday 1st December 2020.</p>	
GP CPCS	Service Delivery	From 1 st November 2020	From 1st November 2020, the NHS CPCS has been extended to include referrals from general practices as well as from NHS 111. More information here .	
Christmas Opening Times Reminder	Contractual	Over the Christmas 2020 Period	You are required to notify your patients of the nearest pharmacies open to your pharmacy on the Bank Holiday dates if you are closed. Details of pharmacies, open over the Bank Holidays, will be made available on our website before Christmas. NHSE&I will distribute the pharmacy opening list to the pharmacy NHSmail premises address.	
NHS Website Profile	Contractual	Quarterly 31st December 2020 (October – December Verification and Update)	Ensure the NHS website pharmacy profile is comprehensive and accurate. Verify and, where necessary, update the information contained in the profile at least once each quarter. Further guidance here .	

December 2020 Deadline Tracker

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

Subject	Requirement	Deadline	Action and Links	Tick when Completed
Directory of Services (DoS)	Contractual	Quarterly 31st December 2020 (October – December Verification and Update)	Ensure the pharmacy DoS profile is comprehensive and accurate. Verify and, where necessary, update the information contained in the profile at least once each quarter. NB contractors must ensure they update their DoS profile where the pharmacy's opening hours change, either temporarily or permanently and ensure they include their opening hours on Bank Holidays, Christmas Day, Good Friday and Easter Sunday. Further guidance on PSNC's DoS webpage .	
Healthy Living Pharmacy	Contractual	1 st January 2021	Pharmacy contractors must ensure they are compliant with the HLP requirements from 1st January 2021 , however the Distance Selling Pharmacy (DSP) website requirements do not have to be complied with until 1st April 2021. Further details on the PSNC website here .	
Consultation Rooms & Remote Consultations	Contractual	1 st January 2021	As a result of HLP becoming a requirement from 1st January 2021, almost all pharmacies will need to have a consultation room. There are exemptions or specifics for small pharmacies and Distance Selling Pharmacies. Further details here .	
Pharmacy Quality Scheme (PQS) 2020/21: Part 1	Pharmacy Income	By 23:59 on the 29 th January 2021	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. <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 training available here .	
Pharmacy Quality Scheme (PQS) 2020/21: Part 2	Pharmacy Income	Between 09:00 on 1 st February 2021 and 23:59 on 26 th February 2021 Requires action now to prepare	The requirements for Part 2 of the 2020/21 Pharmacy Quality Scheme (PQS) five domains can be found here . Virtual Outcomes training available here . Below is the some of the local information you will need to achieve the domains: Domain 1: Infection Prevention & Control and AMS Awareness of Local Antibiotic Formulary information can be found here . Cont'd/...	

December 2020 Deadline Tracker

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

Subject	Requirement	Deadline	Action and Links	Tick when Completed
Pharmacy Quality Scheme (PQS) 2020/21: Part 2	Pharmacy Income	Between 09:00 on 1 st February 2021 and 23:59 on 26 th February 2021 Requires action now to prepare	Domains 4&5: Local PCN Work around Prevention and Business Continuity Start engaging with your local community pharmacy PCN Rep in your area. Details can be found on our website here .	

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.

Sign up to PSNC's mailing list [here](#)