

January 2021 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 CPCS (NHS 111 and GP) . 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! ...

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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. • 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 | Ongoing Supplies | 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. NB PPE purchased (ie obtained outside of the PPE portal) after the 31st December 2020 will not be covered by the PPE reimbursement mechanism. | |
| | | Claim between 1st January and 12th February 2021. | Claim for relevant PPE purchased between 27th February 2020 and 31st December 2020 . Each pharmacy will be able to make two types of claim , where necessary: a standard claim and an exceptional claim. See here for full details. | |
| 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 | Service details, PGD, PPE guidance and FAQs are all available on the PSNC website here . Remember to submit your claims for December via the MYS portal . | |
| | | From 1 st December 2020 | 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 . | |
| 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 . | |
| Healthy Living Pharmacy | Contractual (Essential Service) | 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 . | |

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| 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 . | |
| Your Mind Matters Event | Contractor Support | 19 th January 2021 7.30pm – 9pm | Join us for a virtual evening designed to help you and your team beat stress, lift your spirits and boost your wellbeing . For more details or to book your place visit our website 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 | Declare between 09:00 on 1 st February 2021 and 23:59 on 26 th February 2021 *Contractors have until 30 th June to complete all the PQS requirements | 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 . 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 . | |
| Discharge Medicines Service (DMS) | Contractual (essential service) | 15 th February 2021 | DMS becomes a new Essential service within the Community Pharmacy Contractual Framework (CPCF) from 15th February 2021. Further service details here and contractor checklist here . | |
| *Clinical Audit – NHS Determined | Contractual | Requirement Waived for 2020/21 | Contractors are not required to complete an NHSE&I determined national clinical audit during 2020/21. | |

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| *Clinical Audit – Contractor Determined | Contractual | Requirement Waived for 2020/21 | Contractors are not required to undertake a contractor chosen clinical audit during 2020/21. |
| *CPPQ | Contractual | Requirement waived for 2020/21 | Contractors are not required to undertake the Community Pharmacy Patient Questionnaire during 2020/21. |
| *CPAF | Contractual | The CPAF will not be undertaken in 2020/21. | The Community Pharmacy Assurance Framework will not run in 2020/21, but this will run as normal in 2021/22. |
| *DSP Toolkit | Contractual | Deadline for 2020/21 Completion Extended to 30 th June 2021 | No action will be taken against contractors who have not completed the Data Security and Protection toolkit for 2019/20, provided they are working to complete the toolkit for 2020/21. Contractors have an extended deadline for completion of the 2020/21 toolkit, with submissions required by 30th June 2021. |
| *NMS and MUR Quarterly Returns | Contractual | Not Currently Required | At the start of the outbreak NHSE&I indicated that these would not be required and has confirmed that this continues to be the case. |
| *Complaints Return | Contractual | Not Currently Required | At the start of the outbreak NHSE&I indicated that annual complaints submissions would not be required during the pandemic. |
| *Practice Leaflets | Contractual | Not Currently Required | At the start of the outbreak NHSE&I indicated that annual complaints submissions would not be required during the pandemic. |
| *Public Health Campaigns | Contractual | Reduced to 2 Campaigns for 2020/21 | Only two campaigns out of a possible six have been arranged this year. See the PSNC website here . |

***Please Note:** These changes have been agreed to provide additional capacity for contractors to implement the [Discharge Medicines Service](#) on 15th February 2021 and to support the ongoing provision of key pharmacy services during the pandemic. [See PSNC briefing 045/2020 for further details](#).

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](#).