

## Community Pharmacy Tracker – October 2022

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

Subject	Requirement	Deadline	Action and links	Tick when completed
CPSC Webinar	Information & Support	10 <sup>th</sup> October	At 8pm. The webinar aims to provide you with support and advice to help understand local contractual requirements. <a href="#">Sign up here.</a>	
Supplementary hour changes	Contractual	1 <sup>st</sup> October	Contractual changes to required notice period to decrease supplementary hours. Reduced from 3 months notice to 5 weeks notice. There is no notice period for increasing your supplementary hours.	
111 CPCS	Advanced Service	3 <sup>rd</sup> October	CPCS referrals for minor illness will start being made from 111 Online. Patients will be able to complete details online rather than having to go through a call handler at 111. There will be no difference in how the referral looks when it arrives in pharmacy.	
HEE Workforce Survey	Contractual	Due to launch Autumn 22	From 1 <sup>st</sup> October, the Workforce survey is a mandatory requirement for all pharmacies to complete.	
Flu Vaccination Service	Advanced Service	Ongoing	All documents can be found <a href="#">here.</a>	
Covid booster vaccinations	Workforce	Ongoing	All frontline health & social care workers can book via the NBS for their Autumn booster. <a href="#">Access NBS here.</a>	
Stoptober	Health Promotion	October	DHSC annual campaign of Stoptober, is a great opportunity to encourage smokers to make a quit attempt and help them sustain it throughout October and beyond. <a href="#">More info here.</a>	
Xmas & New Year Opening – Changes to Supplementary Hours	Contractual	18 <sup>th</sup> November	Supplementary hours changes ONLY. Christmas Eve (Saturday), New Year's Eve (Saturday) and New Year's Day (Sunday) are normal working days (Core & Supplementary hours). If you wish to change your supplementary hours on these days, you must submit the relevant form to NHSE SE by the 18 <sup>th</sup> November. <a href="#">Read more here.</a>	
Local Safeguarding Training Webinar	Information & Support	Various dates	A webinar provided by Hampshire Safeguarding Adults Board to help understand what constitutes an adult safeguarding concern, as well as what should inform decisions about raising a concern, what to report, where and when accompanied by a short e-learning. <a href="#">More information here.</a>	
PharmOutcomes Access	Information & Support	Now	Check that pharmacy staff have access to PharmOutcomes during all opening times, especially when locums are on duty; set-up additional accounts if needed. Instructions can be found <a href="#">here.</a>  Ensure PharmOutcomes is checked regularly throughout the day and action any referrals received.	

## Regular Tasks

The following tasks need to be completed on a daily / monthly basis:

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<b>Check NHS Shared Mailbox</b>	Pharmacy Business	Daily (minimum)	NHSE&I and CPSC regularly send important communications to your NHS Shared Mailbox.  Please ensure sufficient staff have access your Mailbox and that it is checked at least once daily.	
<b>Online Profile Update using NHS Profile Manager</b>	Contractual	Quarterly	Using the NHS Profile Manager, ensure your Directory of Services (DoS) and NHS website pharmacy profiles are up to date. This needs to be verified each quarter. <b>Remember to update your profile if you have to temporarily close the pharmacy during its normal hours.</b>	
<b>Local Services</b>	Pharmacy Income	By the 5 <sup>th</sup> of each month	Please claim all your locally commissioned services.	
<b>COVID 19</b>	Contractor Support	Ongoing	Ensure you keep up to date with the national & local 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> </ul>	
<b>Virtual Outcomes</b>	Workforce Training	Ongoing	Available free of charge to all community pharmacy staff.  A new module will be released every month. Access <a href="#">here</a> .  Latest modules: <ul style="list-style-type: none"> <li>• Flu</li> <li>• Bites &amp; Stings</li> <li>• Ear, Nose &amp; Throat Minor Ailments</li> </ul>	
<b>LPC Mailing List</b>	Pharmacy Mailing List	Ongoing	Encourage locums to join the LPC mailing list to ensure they are up to date with changes. Visit <a href="#">LPC website</a> for sign up.	

### If you require support from CPSC please contact us:

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