

Community Pharmacy Tracker – December 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
Update Opening Hours online	Contractual	24th December	Using the NHS Profile Manager, ensure your Directory of Services (DoS) and NHS website pharmacy profiles are up to date for your Xmas and New Year opening hours. Remember to update your profile if you have to temporarily close the pharmacy during its normal hours.	
Clinical Audit	Contractual	Now	Must start by 16 th February to meet 31 st March deadline. Audit is done over a 6 week period. More information on the audit can be found here .	
CPSC Webinar	Information & Support	9th January 2023	At 8pm. The webinar aims to provide you with support and advice to help understand local contractual requirements. Sign up here	
Mandatory Health Campaign	Contractual	January 2023	The Health Campaign will be Weight Management. More information to follow.	
Pharmacy Quality Scheme (PQS)	Pharmacy Income	Ongoing	Full details of PQS for 2022/23 can be found here . A summary of the domains and the training requirements along with useful resources can be found here: PQS Webpage .	
PQS: Antimicrobial Stewardship	Pharmacy Income	Now	Must start UTI and RTI audits by 3 rd February to meet 31 st March deadline. More information can be found here: PQS Webpage .	
Pharmacy Quality Scheme (PQS): Respiratory Domain	Pharmacy Income	Now	The following criteria require pharmacies to start working towards them from the 10th October and continue until their day of declaration (between 6th February 2023 and 3rd March 2023): <ul style="list-style-type: none"> • Inhaler waste management • Use of a spacer in patients aged 5-15 years • Personalised asthma action plans Any referrals to GP surgery can be made via PharmOutcomes. More information here .	
Flu Vaccination Service	Advanced Service	Ongoing	All documents can be found here .	
Covid booster vaccinations	Workforce	Ongoing	All frontline health & social care workers can book via the NBS for their Autumn booster. Access NBS here .	
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 here . 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:

Subject	Requirement	Deadline	Action and links	Tick when completed
Check NHS Shared Mailbox	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.	
Online Profile Update using NHS Profile Manager	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. Remember to update your profile if you have to temporarily close the pharmacy during its normal hours.	
Local Services	Pharmacy Income	By the 5 th of each month	Please claim all your locally commissioned services.	
COVID 19	Contractor Support	Ongoing	Ensure you keep up to date with the national & local 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 	
Virtual Outcomes	Workforce Training	Ongoing	Available free of charge to all community pharmacy staff. A new module will be released every month. Access here . Latest modules: <ul style="list-style-type: none"> • Clinical Audit • Flu • Bites & Stings 	
LPC Mailing List	Pharmacy Mailing List	Ongoing	Encourage locums to join the LPC mailing list to ensure they are up to date with changes. Visit LPC website for sign up.	

If you require support from CPSC please contact us:

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