

## Community Pharmacy Tracker – April 2023

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
<b>Clinical Audit - Valproate</b>	Contractual	<b>31<sup>st</sup> March</b>	Make sure you have completed your declaration on MYS even if you had zero patients.	
<b>Flu Vaccination Service</b>	Advanced Service	<b>31<sup>st</sup> March</b>	The Seasonal flu vaccination service ends on the 31 <sup>st</sup> March. Make sure you have claimed for all vaccinations given.	
<b>Pharmacy Quality Scheme (PQS)</b>	Pharmacy Income	<b>31<sup>st</sup> March</b>	Make sure all outstanding work has been completed for the domains declared.	
<b>Prescription Charge Increase</b>	Contractual	<b>1<sup>st</sup> April</b>	From the 1 <sup>st</sup> April the prescription charge will rise to £9.65. Please display the correct poster. <a href="#">Print poster here.</a>	
<b>Easter Bank Holiday Opening Hours</b>	Contractual	<b>6<sup>th</sup> April</b>	Update your opening hours for the easter weekend via the NHS Profile Manager.  Print the relevant Pharmacy Opening poster for your area and display where it can be seen when you are closed. <a href="#">Print posters here.</a>	
<b>Annual Complaints Report</b>	Contractual	<b>30<sup>th</sup> April</b>	Each pharmacy must complete their report via the link shared by NHSEngland South East regional team as soon as reasonably practicable after the 31st March 2023. <a href="#">More information and link to complete here.</a>	
<b>CPSC Webinar</b>	Information & Support	<b>15<sup>th</sup> May</b>	At 8pm. The webinar aims to provide you with support and advice to help understand local contractual requirements. <a href="#">Sign up here</a>	
<b>Covid Vaccinations</b>	Information & Support	<b>17<sup>th</sup> April</b>	Patient who are eligible (75 and over and those who are immunosuppressed) are able to book their booster from 10 <sup>th</sup> April on the National Booking System (NBS). All pharmacies can help remind their eligible patients they can get a booster. <a href="#">Who is considered immunosuppressed.</a>	
<b>Pharmacy NHS mailbox</b>	Information & Support	<b>Now</b>	Make sure at least 2 staff have linked NHS emails to your pharmacy NHS Mailbox. <a href="#">How to information here.</a>	
<b>PharmOutcomes Access</b>	Information & Support	<b>Now</b>	Check that pharmacy staff have access to PharmOutcomes during <b>all</b> 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:

Subject	Requirement	Deadline	Action and links	Tick when completed
<b>Check NHS Shared Mailbox</b>	Pharmacy Business	Twice a day (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 twice a day.	
<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>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>• Smoking Cessation Advanced Service</li> <li>• Drugs in Breast Milk</li> <li>• Weight Management</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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Disclaimer: This guidance has been produced by Community Pharmacy South Central 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.