

Community Pharmacy Tracker – May 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
May Bank Holiday Opening Hours	Contractual	1st, 8th, 29th May	Update your opening hours for the three bank holidays 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. Print posters here.	
Pharmacy Contraception Service	Advanced Service	From 24th April	This service is to provide ongoing supply of oral contraceptives to patients via a PGD. For more information read the news article.	
Independent Contractor Voting	Information & Support	12th May	Independent contractors need to return their LPC committee member voting form by 12 noon 12 th May.	
CPSC Webinar	Information & Support	15th May	At 8pm. The webinar aims to provide you with support and advice to help understand local contractual requirements. Sign up here	
CPCS Expansion	Advanced Service	15th May	From the 15 th May the CPCS service will be expanded to include referrals from Emergency Departments and Urgent Care Centres. Further information on when referrals will start and how they will arrive at the pharmacy to follow.	
Covid Vaccinations	Information & Support	Now	Patient who are eligible (75 and over and those who are immunosuppressed) are able to book their booster now on the National Booking System (NBS). All pharmacies can help remind their eligible patients they can get a booster. Who is considered immunosuppressed.	
Pharmacy NHS mailbox	Information & Support	Now	Make sure at least 2 staff have linked NHS emails to your pharmacy NHS Mailbox. How to information 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	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.	
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.	
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"> • Smoking Cessation Advanced Service • Drugs in Breast Milk • Weight Management 	
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:

Deborah Crockford (Chief Officer)

Deborah.Crockford@cpsc.org.uk

Tel: 07818 094107

Alison Freemantle (Professional Services Development Manager)

Alison.Freemantle@cpsc.org.uk

Tel: 07394 563189

Artur Pysz (Contractor Development & Support Manager)

Artur.Pysz@cpsc.org.uk

Tel: 07394 563188

Skye White (Office Manager)

Skye.White@cpsc.org.uk

Tel: 01252 413778

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