

Community Pharmacy Tracker – July 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
Data Security & Protection Toolkit	Contractual	30 th June	The DSP Toolkit 2022-23 must be completed by all contractors by the 30th June 2023. Details here.	
CPAF	Contractual	3 rd July	The Community Pharmacy Assurance Framework (CPAF) screening questionnaire MUST be completed by all pharmacies in July. More information here.	
CPSC Webinar	Information & Support	12 th June	At 8pm. The webinar aims to provide you with support and advice to help understand local and national contractual requirements. Sign up here	
Face to Face Vaccination Training	Information & Support	9 th & 16 th July	Face to face vaccination training is available to book in Southampton. Space still available on 9 th July afternoon session. Training will also be available on 20 th August (not available to book yet). Make sure you book. More information here.	
CPAF	Contractual	30 th July	The Community Pharmacy Assurance Framework (CPAF) screening questionnaire completion window on MYS closes.	
Business Continuity Plan	Contractual	31 st July	From the 31 st July each pharmacy MUST have a business continuity plan in place for dealing with temporary suspension of pharmaceutical services because of illness or another reason beyond the pharmacy's control. More information on what needs to be included in the plans can be found here: Business Continuity Plan Briefing	
Change to the claim period for CPCS	Pharmacy Income	1 st August	From 1 August 2023, claims for CPCS must be submitted within three months from the claim period for the chargeable activity provided. This is decreased down from the 6 months it was. More information here.	
PQS	Pharmacy Income	Now	Recommendation to get PQS training requirements done before flu season arrives in September. Training requirements for each domain can be found here.	
Online NHS Profile Update	Contractual	Quarterly by 30 th September	Make sure you verify your NHS profile this quarter (1 st July – 30 th September).	
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. Access here . Latest modules: <ul style="list-style-type: none"> • Adrenaline Auto-injectors • Inflammatory Bowel Disease • Pharmacy Contraception Service • Menopause 	
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

Follow us on Twitter

[@CPSouthCentral](https://twitter.com/CPSouthCentral)

Visit our website

www.cpsc.org.uk

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.