

Community Pharmacy Tracker – October 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
PQS	Pharmacy Income	29th September	Aspiration Payment window closes on MYS.	
SSPs ending	Information & Support	29th September	The SSPs for Clarithromycin Oral Suspension and Utrogestan® 100mg Capsules end on the 29th September. See NHSBSA for current list of SSPs .	
CPSC Webinar	Information & Support	17th October	At 8pm. The webinar aims to provide you with support and advice to help understand local and national contractual requirements. Sign up here	
Online NHS Profile Update	Contractual	Quarterly by 31st December	Make sure you verify your NHS profile this quarter (1 st October – 31 st December).	
Flu vaccination Service	Pharmacy Income	Now	Download resources to support your flu service from the CPE website Update your NHS Profile Manager with the details of your patient-facing appointment booking system. Find out more on the CPE website	
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"> • Flu 23/24 • Adrenaline Auto-injectors • Inflammatory Bowel Disease • Pharmacy Contraception Service 	
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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