

## Community Pharmacy Tracker – November 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>Workforce Survey</b>	Contractual	<b>Now - 17<sup>th</sup> December</b>	ALL Pharmacies MUST complete the workforce survey by the 17 <sup>th</sup> December. <a href="#">Information here</a>	
<b>Lateral Flow Device Supply Service</b>	Advanced Service	<b>6<sup>th</sup> November</b>	MYS opens for sign up to the new Lateral Flow Device Supply Service from the 6 <sup>th</sup> November. <a href="#">Service information is here</a>	
<b>World Antimicrobial Awareness Week</b>	Information	<b>18<sup>th</sup> – 24<sup>th</sup> November</b>	Some useful guidance and infographics from HIOW ICB in support of World Antimicrobial Awareness Week. <a href="#">Information here</a>  If you haven't already done so, now would be a good time to start the TARGET audits required for PQS.	
<b>CPSC Webinar</b>	Information & Support	<b>22<sup>nd</sup> November</b>	<b>Note this is a Wednesday.</b> At 8pm. The webinar aims to provide you with support and advice to help understand local and national contractual requirements. <a href="#">Sign up here</a>	
<b>Online NHS Profile Update</b>	Contractual	<b>Quarterly by 31<sup>st</sup> December</b>	Make sure you verify your NHS profile this quarter (1 <sup>st</sup> October – 31 <sup>st</sup> December). <a href="#">Profile Manager</a>	
<b>Flu vaccination Service</b>	Pharmacy Income	<b>Now</b>	Download resources to support your flu service from the <a href="#">CPE website</a> Update your NHS Profile Manager with the details of your patient-facing appointment booking system. Find out more on the <a href="#">CPE website</a>	
<b>Pharmacy NHS mailbox</b>	Information & Support	<b>Now</b>	Make sure <b>at least 2 staff</b> 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. Access <a href="#">here</a> .  Latest modules: <ul style="list-style-type: none"> <li>• Lateral Flow Device Supply Service</li> <li>• Atopic Eczema</li> <li>• NMS - SGLT2 Inhibitors</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:

Deborah Crockford (Chief Officer)

[Deborah.Crockford@cpsc.org.uk](mailto:Deborah.Crockford@cpsc.org.uk)

Tel: 07818 094107

Alison Freemantle (Professional Services Development Manager)

[Alison.Freemantle@cpsc.org.uk](mailto:Alison.Freemantle@cpsc.org.uk)

Tel: 07394 563189

Artur Pysz (Contractor Development & Support Manager)

[Artur.Pysz@cpsc.org.uk](mailto:Artur.Pysz@cpsc.org.uk)

Tel: 07394 563188

Skye White (Office Manager)

[Skye.White@cpsc.org.uk](mailto:Skye.White@cpsc.org.uk)

Tel: 01252 413778

Follow us on X

[@CPSouthCentral](#)

Visit our website

[www.cpsc.org.uk](http://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.