

## Community Pharmacy Tracker – December 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
Workforce Survey	Contractual	Now - 17 <sup>th</sup> December	ALL Pharmacies MUST complete the workforce survey by the 17 <sup>th</sup> December. <a href="#">Information here</a>	
Hypertension Case Finding Service	Pharmacy Income	1 <sup>st</sup> December	Updated service specification comes into effect. Main change, other trained staff can provide the service under supervision of the pharmacist. <a href="#">Service Specification</a>	
Pharmacy Contraception Service (PCS)	Pharmacy Income	1 <sup>st</sup> December	Updated service specification comes into effect. Main change, service now includes initiation AND ongoing supply. Information about local formularies for initiation drug choice can be found here: <a href="#">Information here</a>	
Pharmacy First Preparation	Pharmacy Income	Now	The fixed payment for provision of the Pharmacy First service next year is now available to claim. The deadline for making the declaration on MYS is 11.59pm on <b>31st January 2024</b> . <a href="#">Information here.</a>	
Online NHS Profile Update	Contractual	Quarterly by 31 <sup>st</sup> December	Make sure you have updated your NHS profile with Xmas and New Year opening. Remember to add any new services you may now provide. (1 <sup>st</sup> October – 31 <sup>st</sup> December). <a href="#">Profile Manager</a>	
CPSC Webinar	Information & Support	16 <sup>th</sup> January 2024	<b>Note this is a Tuesday.</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>	
Flu vaccination Service	Pharmacy Income	Now	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> Remember to deselect on your profile manager when you have run out of vaccinations.	
Covid vaccinations	Information & Support	15 <sup>th</sup> December	The National Booking System (NBS) will close on the 15 <sup>th</sup> Dec. Patients will still be able to access from 15 pharmacies (HIOW ICB area) across the area. <a href="#">Information here</a>	
Pharmacy NHS mailbox	Information & Support	Now	Make sure <b>at least 2 staff</b> have linked NHS emails to your pharmacy NHS Mailbox. <a href="#">How to information here.</a>	
PharmOutcomes Access	Information & Support	Now	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>• Hypertension Case Finding Service</li> <li>• Lateral Flow Device Supply Service</li> <li>• Atopic Eczema</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.