

Community Pharmacy Tracker – May 2021

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
Pharmacy Collect	Advanced Service	Weekly	Data needs to be recorded on MYS on the last trading day of the week. This data will populate the payment claim at the end of the month. More information here	
CPSC Webinar		10 th May	LPC webinar at 8pm. The webinar will focus latest updates and a rerun of the GP CPCS discussion to support evidence of engagement for readiness payment. More information and to register here	
Mandatory health campaign	Contractual	Mid-May	Covid vaccination campaign – ‘Join the Millions’ To encourage uptake of the vaccination. A campaign pack will arrive in pharmacy in Mid May. More information here	
MYS access	Pharmacy Income	16 th May	From 16 th May you will not be able to access the MYS portal using your Smartcard. To register for MYS access using NHSmail, you must download and complete the form on the NHSBSA website and send it to nhsbsa.mys@nhs.net.	
Pandemic Delivery Service – self isolating	Advanced Service	30 th June	The Delivery service continues for those patients that need to self isolate. Patients will need to provide their Track & Trace ID reference number as proof of eligibility. More information here	
Data Security & Protection (DSP) toolkit 2020/21	Contractual	30 th June	The toolkit, used to make the pharmacy’s information governance (IG) declaration, must be completed by 30th June 2021 but it is recommended to be done as soon as possible.	
Pharmacy Quality Scheme (PQS) Part 2	Pharmacy Income	30 th June	Remember to complete the learning required for the first 3 domains by 30 th June and make sure Business Continuity Plans have been sent to your PCN lead.	
CPCS GP referrals – engagement payment	Advanced Service	30 th June	Complete the activity in Annex F of the service specification to claim £300. Claim on MYS portal. Service specification and Pharmacy Toolkit are available on the NHS BSA website here	
Healthy Living Pharmacy	Contractual	Ongoing	ALL PHARMACIES Make sure you have your HLP Leader and Health Champion in place. Further details are available on the PSNC website . You can train up to 3 health champions per pharmacy free of charge. Funded courses available from Pharmacy Complete sponsored by Health Education England. More information can be found here	
NHS Service Finder	Signposting	Ongoing	Sign up to the NHS Service Finder. NHS Service Finder lists non-public phone numbers for NHS services including GP surgeries. At busy periods it may be beneficial to use. Sign up here https://finder.directoryofservices.nhs.uk/	

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	Daily (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 once daily.	
Pharmacy Profile Update	Contractual	Quarterly	Ensure your Directory of Services (DoS) and NHS website pharmacy profiles are up to date and verify each quarter.	
Local Services	Pharmacy income	By the 5 th of each month	Please claim all your locally commissioned services.	
PPE	Staff Safety	Ongoing	The Government's PPE portal is available to obtain all personal protective equipment (PPE); supplies are provided free of charge. Details on accessing and ordering can be found here See the updated PHE guidance on the use of PPE by pharmacy staff here	
COVID 19	Contractor Support	Ongoing	Ensure you keep up to date with the national & local guidance: <ul style="list-style-type: none"> • PSNC – for the latest news round-up • GOV.UK – for advice for healthcare professionals • PHE – for posters and resources • LPC – for next steps, links to national information and links to local information (including testing and vaccination) 	
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"> • Pharmacy Collect • Steroid Emergency Card 	
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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