

Community Pharmacy Tracker – March 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
Pharmacy Quality Scheme (PQS)	Pharmacy Income	3rd March	PQS declaration window closes. For many domains you have until 31 st March to complete the work BUT you must have made your declaration by the 3 rd March.	
No Smoking day	Information & Support	8th March	Pharmacies can order a range of free quit smoking resources from the Campaign Resource Centre to support ongoing quit smoking activity. More information here	
CPSC Webinar	Information & Support	13th March	At 8pm. The webinar aims to provide you with support and advice to help understand local contractual requirements. Sign up here	
Clinical Audit - Valproate	Contractual	31st March	31 st March deadline for completion of the audit. More information on the audit can be found here .	
Flu Vaccination Service	Advanced Service	31st March	The Seasonal flu vaccination service will end on the 31 st March. All documents can be found here .	
Bank Holiday Opening Hours	Contractual	Now	If not already done so, complete the online form for NHSE South East for your Bank Holiday Intended opening/ closing for Easter, May bank holidays (3) and August. Link here .	
Pharmacy Contraception Service	Advanced Service	TBC	Prepare for service launch by reading the service specification and completing the training requirements. Information can be found here .	
Annual Complaints Report	Contractual	From 1st April	Each pharmacy must send a copy of its annual report to NHS England South East regional team as soon as reasonably practicable after the 31st March 2023.	
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.	
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 	
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"> • Drugs in Breast Milk • Weight Management • Clinical Audit 	
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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