

Community Pharmacy Tracker – June 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
New Contractual Regulations	Contractual	25th May	Various changes come into force from the 25 th May. For more information and new template forms to use for changes to Core and Supplementary hours view here .	
PQS – Respiratory Domain	Pharmacy Income	1st June	Various elements of the Respiratory domain need to be started from the 1 st June. This includes: <ul style="list-style-type: none"> • Inhaler waste management • Spacer for patients aged 5-15 yrs • Personal Asthma Action Plan for patients aged 5yrs and over • Patients using 3 or more short acting bronchodilators in 6 months Details here.	
Change to the claim period for CPCS	Pharmacy Income	1st June	From 1 June 2023, claims for CPCS must be submitted within three months from the claim period for the chargeable activity provided. This is down from the 6 months it was. More information here .	
CPSC Webinar	Information & Support	12th June	At 8pm. The webinar aims to provide you with support and advice to help understand local and national contractual requirements. Sign up here	
Data Security & Protection Toolkit	Contractual	30th June	The DSP Toolkit 2022-23 must be completed by all contractors by the 30th June 2023. Details here .	
Online NHS Profile Update	Contractual	Quarterly by 30th June	Make sure you have verified your NHS profile this quarter (1 st April – 30 th June).	
Face to Face Vaccination Training	Information & Support	16th July	Face to face vaccination training is available to book in Southampton. Two sessions are available, morning and afternoon. Make sure you book. More information here .	
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. A new module will be released every month. Access here . Latest modules: <ul style="list-style-type: none"> • Smoking Cessation Advanced Service • Drugs in Breast Milk • Weight Management 	
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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