

Community Pharmacy Tracker – August 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
Change to the claim period for CPCS	Pharmacy Income	1st August	From 1 August 2023, claims for CPCS must be submitted within three months from the claim period for the chargeable activity provided. This is decreased down from the 6 months it was. More information here.	
Flu Vaccination Service	Pharmacy Income	Mid/ late August	Service Specification, PGD and National Protocol all due to be published in August ahead of service start on 1 st September.	
Pharmacy Technician Funding EOI	Information & Support	7th August – 17th September	Expression of Interest window is open until 17 th September for applications for funding for 2 years for Pre-registration Trainee Pharmacy Technician (PTPT). More information here.	
Face to Face Vaccination Training	Information & Support	20th August	Face to face vaccination training is available to book in Southampton. Space still available for the afternoon session. More information here.	
Bank Holiday Declaration	Contractual	25th August	All Pharmacies MUST complete the online declaration with their opening hours for the Bank Holidays over Xmas and the New Year period by Friday 25 th August. More information here.	
August Bank Holiday	Information & Support	28th August	Make sure you have updated your NHS Profile whether open or closed for the bank holiday. Posters will be sent by NHSE prior to the bank holiday for displaying.	
Hypertension Case Finding Service	Pharmacy Income	1st September	Pharmacies must have a recognised IT provider in place to record consultations and make payment claims by 1 st September. More information here.	
CPSC Webinar	Information & Support	4th September	At 8pm. The webinar aims to provide you with support and advice to help understand local and national contractual requirements. Sign up here	
PQS	Pharmacy Income	Now 4th September	Recommendation to get PQS activities completed before flu season arrives in September. Training requirements for each domain can be found here. Aspiration claim window will open on Monday 4 th September to 29 th September.	
Know Your Numbers Week	Information & Support	4th – 11th September	Pharmacies providing the Hypertension Case Finding Service may want to use Know Your Numbers week to help promote the service.	
Online NHS Profile Update	Contractual	Quarterly by 30th September	Make sure you verify your NHS profile this quarter (1 st July – 30 th September).	
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. Access here . Latest modules: <ul style="list-style-type: none"> • Adrenaline Auto-injectors • Inflammatory Bowel Disease • Pharmacy Contraception Service • Menopause 	
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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