

Community Pharmacy Tracker – September 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
Bank Holiday Declaration – Xmas dates	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.	
Covid Vaccination Service	Pharmacy Income	29th August	Expression of Interest window closes at 5pm on Tuesday 29 th August. More information here.	
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	4th September	Aspiration claim window will open on MYS 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. More information here.	
HIOW ICB Palliative Care EOI	Information & Support	10th September	Expression of Interest window closes at 11.59pm on 10 th September. To submit your EOI and More information here.	
Flu Vaccination Service	Pharmacy Income	Ongoing	If providing to patients who have already booked in before the official launch on 7 th October, please remember to keep evidence of prior booking in case needed for Post Payment Verification.	
Emergency Contraception Services	Information & Support	21st September	Annual refresher webinar from Solent NHS Trust at 7.30pm for all locally commissioned service providers and those wanting to provide. This will be recorded for those that cannot attend on the evening. Sign up details to follow.	
PQS	Pharmacy Income	29th September	Aspiration Payment window closes on MYS.	
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"> • Flu 23/24 • Adrenaline Auto-injectors • Inflammatory Bowel Disease • Pharmacy Contraception Service 	
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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