



Community Pharmacy Sefton

Community Pharmacy Tracker – July 2022

If you are part of a pharmacy group or multiple, please liaise with your company managers/head office

Subject	Requirement	Deadline	Action and links	Tick when completed
Smartcard Deadline	Service Delivery	27 th June 2022	140,000 cards are due for renewal on 27 June 2022. Please ensure all team members with a smartcard check their card immediately and renew if it is due to expire.	
DSP Toolkit	Contractual Requirement	30 th June 2022	Access the new guidance from PSNC to support you to complete the 2021/22 Data Security and Protection Toolkit here .	
PQS	Contractor Income	30 th June 2022	Evidence gathering for 2021/22 PQS must be completed by the June 30 th 2022. You must ensure that evidence for all domains claimed for is fully in place by this point. Further details can be found on the PSNC website .	
PharmOutcomes Checks	Service Delivery / Contractual	Act now	Check that your team has access to PharmOutcomes during all your opening times, especially when locums are on duty; set-up additional accounts if needed. Instructions can be found here . Ensure your pharmacy team checks PharmOutcomes regularly throughout the day and actions any referrals received.	
NMS Quarterly Report	Contractual Requirement	Within 10 working days of the start of July	The requirement to submit the NMS has now been reinstated. You must submit your NMS data for April – June 2022 to the NHSBAS within 10 working days of the start of July. Further information can be found on the NHSBSA website .	
Update your DOS & NHS Profiles using the NHS Profile Manager	Contractual	Quarterly – by 30 th June 2022	Ensure your Directory of Services and NHS website profiles are up to date and verify each quarter of the financial year using the new NHS Profile Manager. Find out more about the profile manager on the PSNC website .	
Vaccination Training	Service Delivery	Various dates	The LPC is working with CHL to provide vaccination training across Cheshire, Mersey & Greater Manchester. Find out more and book your place here .	

Regular Tasks

The following tasks need to be completed on a daily / monthly basis:

Subject	Requirement	Deadline	Action and links	Tick when completed
Local Services	Pharmacy income	By the 5 th	Please claim all your locally commissioned services by the 5 th of the month.	

Check Shared Mailbox	Pharmacy Business	Ongoing	NHSE&I 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.	
Virtual Outcomes	Workforce training	Ongoing	A new module will be released every month. Access here .	
LPC Mailing List	Pharmacy Mailing List	Ongoing	Encourage your locums to join the LPC mailing list to ensure they are up to date with the rapidly changing pharmacy environment.	

If you require support from the Community Pharmacy Sefton, please contact us:

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