

## Deadline Tracker November 2023

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

Subject	Requirement	Deadline	Action and links	Tick when completed
<b>LFD Advanced service</b>	Service Delivery	Launches November 2023	<p>A new Advanced service to supply eligible patients with COVID-19 Lateral Flow Device (LFD) test kits has been announced.</p> <p>The service will allow eligible patients who have risk factors for progression to severe COVID-19 to obtain LFD test kits from participating community pharmacies.</p> <p>Find out more on the CPE website <a href="#">here</a>.</p>	
<b>CPAF Full Questionnaire</b>	Contractual	3 <sup>rd</sup> December 2023	<p>Some contractors will be asked to complete the full CPAF questionnaire. If selected, you will be emailed by the NHSBSA to your shared mailbox. Some pharmacies may also be selected to validate their answers to the screening questions. Find out more on the CPE website <a href="#">here</a>.</p> <p>Contact us if you are selected and require support.</p>	
<b>Workforce Survey 2023</b>	Contractual	17 <sup>th</sup> December 2023	<p>The 2023 Community Pharmacy Workforce Survey is now open, all pharmacy owners will need to submit data to support workforce planning for the sector.</p> <p>Find out more on the CPE website <a href="#">here</a>.</p>	
<b>Medicines Supply &amp; Price Concession Process</b>	Pharmacy Business	Act now	<p>Find out more about the medicines supply and price concession process by accessing the new resources from CPE <a href="#">here</a>.</p>	
<b>Pharmacy Quality Scheme</b>	Pharmacy Income	See linked date summary	<p>The PQS Aspiration Payment window is now and will close at 23:59 on 29 September 2023</p> <ul style="list-style-type: none"> <li>▪ Access the VirtualOutcomes PQS briefing <a href="#">here</a></li> <li>▪ Download a summary of important dates <a href="#">here</a></li> </ul> <p>Full PQS details are available on the <a href="#">NHSBSA website</a></p>	

## Regular Tasks

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

Subject	Requirement	Deadline	Action and links	Tick when completed
<b>PharmOutcomes</b>	Act now	Ongoing	<p>Check PharmOutcomes a minimum of three times a day for referrals for the following services:</p> <ul style="list-style-type: none"> <li>▪ The Community Pharmacy Consultation Service (GP and 111 pathways)</li> <li>▪ The Discharge Medicines Service</li> <li>▪ The Hypertension Case Finding</li> <li>▪ The Smoking Cessation service</li> </ul>	

<b>NHS Mail</b>	Pharmacy IT	Access regularly	Ensure you access your personal NHS.net email regularly (at least once every 30days) to avoid your account being deleted. Further information is available <a href="#">here</a> .	
<b>Local Services</b>	Pharmacy income	By the 5 <sup>th</sup>	Please claim all your locally commissioned services by the 5 <sup>th</sup> of the month.	
<b>VirtualOutcomes</b>	Workforce training	Ongoing	A new module will be released every month. Access <a href="#">here</a> .	
<b>Pharmacy Profile Update</b>	Contractual	Update quarterly	Ensure your Directory of Services and NHS website profiles are up to date by updating your <a href="#">NHS Profile Manager</a> once each quarter.	
<b>LPC Mailing List</b>	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:

#### Community Pharmacy Halton, St Helens & Knowsley

Louise Gatley (Chief Officer – Job Share)  
Helen Murphy (Chief Officer – Job Share)  
Joe Clarke (Business Support Officer)  
David Barker (Engagement Officer)

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#### Community Pharmacy Liverpool

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#### Community Pharmacy Sefton

Dr Lisa Manning (Chief Officer)  
Sara Davies (Service & Engagement Support Officer)

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Disclaimer: This guidance has been produced after reviewing all the information available to us. Every care has been taken in completion of the tracker, but no responsibility can be accepted for any error or consequence of such an error.