**Community Pharmacy Deadline Tracker – May 2023**

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

| **Subject** | **Actions and links** | **Tick when done** |
| --- | --- | --- |
| **Pharmacy Quality Scheme 2023-24** | **Pharmacy Quality Scheme (PQS) – Launch of the Year 5 Scheme 2023/24****The reduced Year 5 Community Pharmacy Contractual Framework (CPCF) PQS scheme will launch on 1 June 2023.****It will consist of one gateway criterion (NMS) and three domains (Medicines Optimisation, Respiratory and Prevention)** **The details of the scheme are included in**[**Part VIIA - Pharmacy Quality Scheme (England) Pharmacy Quality Scheme (PQS) 2023/2024**](https://www.nhsbsa.nhs.uk/sites/default/files/2023-04/Drug%20Tariff%20Part%20VIIA%20PQS%2027042023_0.pdf)**. Further information will be published later.** |  |
| **May Bank Holiday Opening Hours****8th and 29th May 2023** | Update your opening hours for the forthcoming bank holidays via the NHS Profile Manager. |  |
| **NHS Profile Manager and updates****30th June 2023** | The NHS Profile Manager can now indicate that services provide the NHS Blood Pressure Check Service. Contractors can update their information on the ‘Services’ set up page by selecting the ‘NHS Blood Pressure Check Service’ check box under the heading ‘NHS pharmacy services’. Please contact nhswebsite.servicedesk@nhs.net for any questions or queries regarding the Blood Pressure Check Service.Ensure your Directory of Services and NHS Website profiles are up to date by updating your [NHS Profile Manager](https://organisation.nhswebsite.nhs.uk/) once each quarter; deadline for this quarter is 30th June 2023. |  |
| **Annual Complaints Report****April 2023** | You must submit an annual complaint report for 2022-23 to NHS England as soon as reasonably practicable after the end of the financial year.Further information including a recording template can be found on the[**PSNC website.**](https://psnc.org.uk/quality-and-regulations/clinical-governance/complaints/) |  |
| **NHS Mail****Check Shared Mailbox regularly** | **Important communications from NHSE&I, NHSBSA, PCN pharmacy leads, GP CPCS referrals and the LPC regularly arrive in your NHS Shared Mailbox. Please ensure sufficient staff have access to your mailbox and that it is checked regularly at least three times daily.**  |  |
| **NHS Mail** | From the 1st December 2022 personal NHSMail accounts which are not used for 30 days will be marked inactive and inactive accounts which are not activated within the following 30 days will be deleted.Ensure you access your personal NHS.net email regularly to avoid your account being deleted. Further information is available [here.](https://psnc.org.uk/our-news/nhsmail-changes-keeping-your-account-active/) |  |
| **DSP Toolkit 2022-23****30th June 2023** | The DSP Toolkit 2022-23 is now open and must be completed by the 30th June 2023.Find out more on the [PSNC website](https://psnc.org.uk/digital-and-technology/data-security/data-security-and-protection-toolkit/) and view the PSNC DSP toolkit workshop [here.](https://psnc.org.uk/psnc-and-negotiations/updates-events/our-webinars/data-security-and-protection-ig-toolkit-workshop/) |  |
| **Clinical Skills Training opportunities** | Health Education England is making available 10,000 module places for clinical skills training for community pharmacists to be delivered by CliniSkills between 17 April 2023 and March 2024.This offer is available to community pharmacists, including part time staff and locums working in community pharmacy. To register and find out more about the free training visit the [CliniSkills](https://www.cliniskills.com/community-pharmacists/) website. |  |
| **Pharmacy First (Local)** | If your pharmacy is signed up to provide the local [Pharmacy First](https://devonccg.nhs.uk/health-services/pharmacy-services/community-pharmacy-minor-ailments-service-pharmacy-first) Service which includes the local PGDs for UTIs, Impetigo and mild inflammatory skin conditions, all pharmacists **(to include locums and relief pharmacists)** are expected to provide the service. You may also receive GP CPCS referrals for UTIs which is a positive step forward for patients and your pharmacy.The updated PGD for nitrofurantoin along with a link to the presentation from the launch event held on the 22nd March 2023 can be found on the One Devon website https://onedevon.org.uk/downloads/pharmacy-first/ |  |
| **Unplanned Closures** | The NHSE Pharmacy Team (South-West) unplanned Closure Policy came into effect on 1 November 2022.**Please ensure you read this policy and share with relevant colleagues within your Community Pharmacy.** All resources may be found on the [Devon LPC Website](https://devonlpc.org/pharmacy-resources/resources-g-l/emergency-closure-of-pharmacy/) |  |
| **PharmOutcomes access** | Check that pharmacy staff have access to PharmOutcomes during all opening times, **especially when locums are on duty;** set-up additional accounts if needed. PharmOutcomes **must** be checked regularly throughout the day and referrals and messages received actioned. |  |
| **Virtual Outcomes** | New [modules](https://www.virtualoutcomes.co.uk/pharmacy-training/) are released every month and are **currently free to Devon community pharmacy teams.**  |  |
| **LPC mailing list** | Encourage locums to join the LPC mailing list to ensure they are up to date with changes. Visit [LPC website](https://devonlpc.org/about-us/) or see below for sign up. |  |

***Disclaimer: This guidance has been produced by Devon LPC 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.***

**Link to PSNC contractual payment tracker** updated 29th March 2023

<https://psnc.org.uk/dispensing-supply/payment-accuracy/monthly-payments/payment-timetable-and-deadline-tracker/>

***Contact details: email*** ***admin@devonlpc.org*** ***or call on 01392 719604 (NOTE NEW NUMBER). Direct message on Twitter @DevonLPC or visit our website*** [***https: www.devonlpc.org***](http://www.devonlpc.org)