



Community Pharmacy Halton, St Helens & Knowsley

Community Pharmacy Tracker – May 2023

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
Annual Complaints Report	Contractual Requirement	April 2023	<p>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.</p> <p>Please email your report to england.cmpharmacy@nhs.net</p> <p>Further Information, including a recording template can be found on the PSNC website.</p>	
May & King's Coronation Bank Holiday Rota	Contractual	Ongoing	<p>Details of the pharmacies directed to open across Cheshire & Mersey are now available on the LPC website.</p>	
Directed Bank Holiday Rota Claims (New process)	Pharmacy Income	Within 28 days of the date of the rota	<p>If you were directed to open over the Easter or May Bank Holidays, please remember to claim your payment within 28 days of the date of the rota.</p> <p>Please note: Rota claims should now be made by completing the new module on PharmOutcomes.</p>	
Independent Prescribing for pharmacists – Applications open now for 2023/24 courses	Service Delivery	Dates available to March 2024	<p>Applications are now open for the independent prescribing courses starting in spring 2023. Courses will be available from April 2023 to March 2024, with several universities offering multiple dates for cohort intakes.</p> <p>Find out more on the HEE website.</p>	
EOI for the pharmacy independent prescribing (IP) pathfinder programme	Service Delivery	25 th April – 9 th May 2023	<p>Complete the PharmOutcomes template 'NW IP Pathfinder EOI (CM)' listed under the Expression of Interest section by the 9th May 2023.</p>	
Clinical Skills Training	Service Delivery	Dates available to March 2024	<p>Health Education England has announced a new NHS-funded training course for 10,000 community pharmacists on clinical examination skills.</p> <p>The training will build on community pharmacists' existing clinical examination and consultation skills – to assess, treat and manage common health problems.</p> <p>Find out more on the PSNC website.</p>	
Pharmacy Profile Update	Contractual	Quarterly (30 th June 2023)	<p>Ensure your Directory of Services and NHS website profiles are up to date by updating your NHS Profile Manager once each quarter. The deadline for this quarter is 30th June 2023.</p>	
DSP Toolkit 2022-23	Contractual	30 th June 2023	<p>The DSP Toolkit 2022-23 is now open and must be completed by 30th June 2023.</p> <p>Find out more on the PSNC website. A copy of the PSNC DSP toolkit workshop can be downloaded here.</p>	

Regular Tasks

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

Subject	Requirement	Deadline	Action and links	Tick when completed
PharmOutcomes	Act now	Ongoing	Check PharmOutcomes a minimum of three times a day for referrals for the following services: <ul style="list-style-type: none"> • The Community Pharmacy Consultation Service (GP and 111 pathways) • The Discharge Medicines Service • The Hypertension Case Finding • The Smoking Cessation Service 	
NHS Mail	Pharmacy IT	Access regularly (at least once a month)	From 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 .	
Local Services	Pharmacy income	By the 5 th	Please claim all your locally commissioned services by the 5 th of the month.	
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 Halton, St Helens & Knowsley please contact us:

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Visit our website <https://psnc.org.uk/halton-st-helens-and-knowsley-lpc/>

Disclaimer: This guidance has been produced by Halton, St Helens & Knowsley 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.