

# Mersey Community Pharmacy Tracker – August 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>CPAF Screening Questionnaire 2023/24</b>                  | Contractual      | 30 <sup>th</sup> July 2023     | The 2023/24 Community Pharmacy Assurance Framework (CPAF) screening questionnaire must be completed by midnight on Sunday 30 <sup>th</sup> July 2023.<br><br>Find out more on the <a href="#">CPE website</a> .  |                     |
| <b>Regulatory Change: Business Continuity Plan (Updated)</b> | Contractual      | 31 <sup>st</sup> July 2023     | From 31 <sup>st</sup> July 2023, you must have a business continuity plan at the pharmacy dealing with temporary suspensions of pharmaceutical services because of illness or another reason beyond your control.<br><br>CPE have provided updated plans, check lists and briefings <a href="#">here</a> .   |                     |
| <b>Get ready for Flu (Updated)</b>                           | Service Delivery | Ongoing                        | Check the latest <a href="#">information</a> published by CPE to ensure you are ready to deliver the flu service: <ul style="list-style-type: none"> <li>• Read the latest <a href="#">Flu Letter</a> from the DHSC, PHE &amp; NHSE&amp;I</li> <li>• <a href="#">Training requirements</a></li> <li>• <a href="#">Regional Flu Training</a></li> </ul> |                     |
| <b>Pharmacy Quality Scheme</b>                               | Pharmacy Income  | From 1 <sup>st</sup> June 2023 | PQS for 2023/24 launches on 1 <sup>st</sup> June 2023.<br><br>Details are available on the <a href="#">NHSBSA website</a> .  |                     |

## Regular Tasks

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

| Subject                        | Requirement        | Deadline                                 | Action and links   | Tick when completed |
|--------------------------------|--------------------|--|--|---------------------|
| <b>Pharmacy Profile Update</b> | Contractual        | 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>PharmOutcomes</b>           | Act now            | Ongoing                                  | Check PharmOutcomes a minimum of three times a day for referrals for the following services: <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 (at least once a month) | From 1 <sup>st</sup> 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.<br><br>Ensure you access your personal NHS.net email regularly 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>Virtual Outcomes</b>        | Workforce training | Ongoing                                  | A new module will be released every month. Access <a href="#">here</a> .   |                     |

|                         |                       |         |  |  |
|-------------------------|-----------------------|---------|--|--|
| <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) | <a href="mailto:louise@hshk-lpc.org.uk">louise@hshk-lpc.org.uk</a> | Tel: 07515 285178 |
| Helen Murphy (Chief Officer – Job Share)  | <a href="mailto:helen@hshk-lpc.org.uk">helen@hshk-lpc.org.uk</a>   | Tel: 07562 422909 |
| Joe Clarke (Business Support Officer)     | <a href="mailto:joe@hshk-lpc.org.uk">joe@hshk-lpc.org.uk</a>       | Tel: 07958 774715 |
| David Barker (Engagement Officer)         | <a href="mailto:david@hshk-lpc.org.uk">david@hshk-lpc.org.uk</a>   | Tel: 07591 207923 |

**Community Pharmacy Liverpool**

|                                   |  |                   |
|-----------------------------------|--|-------------------|
| David Barker (Engagement Officer) | <a href="mailto:david@liverpool-lpc.org.uk">david@liverpool-lpc.org.uk</a> | Tel: 07591 207923 |
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**Community Pharmacy Sefton**

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|--|--|-------------------|
| Dr Lisa Manning (Chief Officer)                    | <a href="mailto:lisa@sefton-lpc.org.uk">lisa@sefton-lpc.org.uk</a> | Tel: 07912 043872 |
| Joe Clarke (Business Support Officer)              | <a href="mailto:joe@sefton-lpc.org.uk">joe@sefton-lpc.org.uk</a>   | Tel: 07931 340221 |
| Sara Davies (Service & Engagement Support Officer) | <a href="mailto:sara@sefton-lpc.org.uk">sara@sefton-lpc.org.uk</a> | Tel: 07703 689998 |

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.