

## August 2018 Deadline Tracker

Subject	Requirement	Deadline	Action and links	Tick when completed
Update Pharmacy Practice Leaflet	Contractual requirement	<b>1<sup>st</sup> August 2018</b>	Pharmacy practice leaflet must comply with the latest <a href="#">NHS England published updated Approved Particulars</a> from the 31st July 2018. Access the PSNC updated <a href="#">Pharmacy Practice Leaflet template</a>	
Be Clear on Cancer Blood in pee Public Health Campaign from 19 <sup>th</sup> July 2018 until 23 <sup>rd</sup> Sept 2018	Contractual – Participate in up to six health promotion campaigns per year - risk of breach notice if not complete	<b>Online evaluation survey must be completed by 11:59 pm on Friday 6<sup>th</sup> October 2018</b>	<a href="https://www.engage.england.nhs.uk/survey/c5c06497">https://www.engage.england.nhs.uk/survey/c5c06497</a>  Use the tally sheet <a href="#">here</a> to so that you have ready: <ul style="list-style-type: none"> <li>The number of conversations regarding blood in pee that have occurred in the pharmacy during the campaign;</li> <li>The number of conversation regarding blood in pee that occurred during a MUR or NMS consultation;</li> <li>And... following a conversation regarding blood in pee, how many patients were referred on to their GP/other healthcare professional.</li> </ul>	
Display Mon 27 <sup>th</sup> August 2018 Bank Holiday Opening Times	Contractual – risk of breach notice if not complete  Good Practice	<b>Sat 25<sup>th</sup> August till Tues 28<sup>th</sup> August 2018</b>	In addition to your own preparation: Share our <a href="#">Locum/weekend staff guide to NUMSAS</a> Use our <a href="#">Bank Holiday Opening Hours Template</a> Use our <a href="#">August Bank Holiday Installment Collection Guide</a>	
Register for Funded Leadership Training	Workforce training/forward planning	<b>By 7<sup>th</sup> August 2018 for London venue</b>	For helping to lead your HLP team into the future & develop your leadership and management skills to drive quality services in community pharmacy. <a href="#">CPPE leadership for community pharmacy webpage.</a>	
Register for Funded ACT Training	Workforce training/business continuity	<b>By 31<sup>st</sup> August 2018</b>	To develop pharmacy technicians and upskill your staff and therefore develop you pharmay services <a href="https://www.cppe.ac.uk/career/acpt">https://www.cppe.ac.uk/career/acpt</a> Funding for this will end in September 2018	
Local Services	Pharmacy income	<b>By 5<sup>th</sup> of every Calender month</b>	Please claim all your Public Health Service Via <a href="#">PharmOutcomes</a> . Make sure especially for Stop Smoking that lost to follow up and unsuccessful clients are entered on PharmOutcomes to generate appropriate fee.	
Log into Pharmacy Premises NHSMail	Essential to get vital contractual communications from NHS England	<b>Daily</b>	The 'Shared NHS Mail account' does not have its own password. You get into it via personal NHSMail accounts that are linked to it. <a href="#">Help how to do this, any problems accessing or using, and guidance for all staff including locums.</a>	
Please note: For public health services commissioned by your Local County or City Council, it is ac contractual requirement to notify them if your pharmacy is no longer providing a service. <a href="#">Local Public Health Service Contacts can be found on our website</a>				

**For further advice and support from Community Pharmacy Surrey & Sussex Team, please contact us by**

Email to [LPC@communitypharmacys.co.uk](mailto:LPC@communitypharmacys.co.uk)

Call us on **01372 417726**

Direct Message us on Twitter [@CPSS LPCs](#)

Or visit our website [www.communitypharmacys.co.uk](http://www.communitypharmacys.co.uk)