

## October 2018 Deadline Tracker

Subject	Requirement	Deadline	Action and links	Tick when completed
Log into Pharmacy Premises NHS Mail	<b>Essential daily task to get vital contractual communications from NHS England and NHSBSA.</b>	<b>Every day task</b>	<p>The 'Shared NHS Mail account' does not have its own password. You get into it via personal NHS Mail 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></p> <p><b>As from 1st October 2018 NHS England are only sending information to community pharmacies to arrive in the Pharmacy Premises (Shared) NHS Mail account.</b></p> <p>Community Pharmacy Surrey &amp; Sussex have produced an on demand webinar to help: <a href="#">Your Pharmacy Premises Shared NHS Mail box WEBINAR – How to get essential information into your pharmacy every day</a></p>	
Evaluation survey for Be Clear on Cancer Blood in pee Public Health Campaign from 19 <sup>th</sup> July 2018 until 31 <sup>st</sup> August	Contractual – Participate in up to six health promotion campaigns per year and <b>complete evaluation survey</b> risk of breach notice if not complete	<b>Online evaluation survey must be completed by 11:59 pm on 6<sup>th</sup> October 2018</b>	<p><a href="https://www.engage.england.nhs.uk/survey/c5c06497">https://www.engage.england.nhs.uk/survey/c5c06497</a></p> <p>Use the tally sheet <a href="#">here</a> so that you have ready:</p> <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 conversations 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>	
Evaluation Survey for Heart Age Public Health Campaign from 4 <sup>th</sup> September until Friday 28 <sup>th</sup> September 2018	Contractual – Participate in up to six health promotion campaigns per year and <b>complete evaluation survey</b> risk of breach notice if not complete.	<b>Participation during campaign and completion of online survey by 11.59pm on 11<sup>th</sup> October</b>	<p><a href="https://www.engage.england.nhs.uk/survey/227a3904/">https://www.engage.england.nhs.uk/survey/227a3904/</a></p> <p>Use the tally sheet <a href="#">here</a> so that you have ready.</p> <ul style="list-style-type: none"> <li>The number of conversations regarding heart age that have occurred in the pharmacy during the campaign;</li> <li>The number of conversations regarding heart age that occurred during a MUR or NMS consultation; and</li> <li>Following a conversation regarding heart age, how many patients were referred on to their GP/other healthcare professional.</li> </ul>	
NMS / MUR Quaterly data reporting July to Sept'18	Contractual – risk of breach notice if not complete	<b>Report using online tool by 11.59pm on 12<sup>th</sup> October 2018 (within the first 10 working days from end of Sept 2018)</b>	<p><a href="https://www.nhsbsa.nhs.uk/pharmacies-gp-practices-and-appliance-contractors/dispensing-contractors-information/medicines-use">https://www.nhsbsa.nhs.uk/pharmacies-gp-practices-and-appliance-contractors/dispensing-contractors-information/medicines-use</a></p> <p>Help to do this available on our website <a href="#">here</a></p>	
QUALITY PAYMENTS	Pharmacy Income	<b>15<sup>th</sup> February Review point</b>	<p><a href="https://psnc.org.uk/services-commissioning/essential-services/quality-payments/">https://psnc.org.uk/services-commissioning/essential-services/quality-payments/</a></p> <p>Changes to the Scheme are summarised in <a href="#">PSNC Briefing 051/18: A summary of the second Quality Payments Scheme 2018/19.</a></p> <p>CPPE support for achieving the risk management and children's oral health quality criteria: <a href="https://www.cppe.ac.uk/services/quality-payments">https://www.cppe.ac.uk/services/quality-payments</a></p>	

# Community Pharmacy Surrey & Sussex

On behalf of East Sussex, West Sussex and Surrey LPCs



Flu Advanced Service	Pharmacy Income and public health	Ongoing till 31 <sup>st</sup> March 2019.  1 <sup>st</sup> October 2018	<a href="#">CPSS Eight-point Guide to providing the NHS Advanced Flu Service and how to claim.</a> Community pharmacy contractors can claim payment monthly for NHS Flu Vaccination, via <b>either the paper claim form or the webform provided by the NHS BSA (BUT NOT BOTH)</b>  Use <a href="#">PharmOutcomes</a> to record data and notify GP practice  On 1st October, the first e-mail with a unique URL will be sent to all <b>premises-shared NHSmail</b> accounts for contractors to start completing their flu declaration for September digitally.	
Patient Returned Medicines Waste	Contractual – risk of breach notice if not complete	1 <sup>st</sup> October onwards	Anenta Ltd now deliver the MANAGEMENT of the patient returned clinical waste services from 1 <sup>st</sup> October 2018. You must complete a short online form confirming the details of your premises from 1 <sup>st</sup> October 2018. More information <a href="#">here</a>	
Local Services	Pharmacy income	By 5 <sup>th</sup> of every Calender month	Please claim all your Public Health Service Via <a href="#">PharmOutcomes</a> or as guided on our monthly service checklist here. <a href="#">Pharmacy Service Checklist- East Sussex</a> <a href="#">Pharmacy service Checklist- West Sussex</a> <a href="#">Pharmacy Service Checklist- Surrey Brighton and Hove Services</a> itemised on our website. Make sure especially for Stop Smoking that lost to follow up and unsuccessful clients are entered on PharmOutcomes to generate appropriate fee.	
Stoptober 2018	Good Practice. Public Health Promotion	28 day smoke free journe runs from 1 <sup>st</sup> till 28 <sup>th</sup> October 2018	Order resources directly for free from the <a href="#">PHE Campaign Resource Centre</a> from 3 September.	
Pre-Reg Payments	Pharmacy Income	Monthly	Check if necessary with your head office to make that you are receiving your Pre-Registration Pharmacist Payments. For advice contact <a href="mailto:england.southeastpharmacypayments@nhs.net">england.southeastpharmacypayments@nhs.net</a>	
GphC Registration Renewal	Workforce	By 31 <sup>st</sup> October 2018	<a href="#">Starting with registration renewals due by 31 October 2018</a> , every time a pharmacy professional renews their registration with the GPhC, they will need to submit records to show how they have carried out and recorded revalidation activities.	
Register for Funded Leadership Training	Workforce training/forward planning	By 1 <sup>st</sup> Nov 2018 for London venue cohort starting 13 <sup>th</sup> Dec 2018	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 Post-registration community pharamcist training	Workforce training/forward planning	Ongoing till March 2019 - limited places available.	To achieve your Post Graduate Certificate and advance your clinical skills. More information on our website <a href="#">here</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)