

February 2019 Deadline Tracker

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 |
|--|---|--|---|---------------------|
| Flu Advanced Service | Pharmacy Income and Public Health | Ongoing till 31st March 2019. | Community pharmacy contractors can claim payment monthly for NHS Flu Vaccination, via either the paper claim form or the webform provided by the NHS BSA (BUT NOT BOTH) Use Pharm Outcomes to record data and notify GP practice. | |
| Public Health Campaign: 'Help Us Help You' 'Pharmacy campaign (Formerly called Stay Well Pharmacy) | Contractual Requirement | Starts From 4th February'19 to Mid March'19 Please note this is the first of the six contractual NHS Campaigns in 2019 | Packs containing campaign materials will be sent to every Pharmacy in England. Deliveries of these packs will be made in the week commencing Monday 28 th January. View the full *pharmacy specific* briefing sheet here . Digital tools, such as Social Media posts and digital screens, will also be available to download from the PHE Campaign Resource Centre . You will also be able to order more materials from this site should you need to. For further information, please do check the campaign page . | |
| Collection of Sharps | Contractual requirement | Changes come to effect as of 1st February'19 | The servicing contractors' (SRCL and Cannon Hygiene) for Kent, Surrey and Sussex servicing Community Pharmacies have been advised to cease collections of all sharps from Pharmacy premises starting 1st February 2019 . Please follow the link to find out more about the changes here . | |
| Price Concession Reporting | Pharmacy Income | Ongoing | We are concerned about how much you are struggling to obtain many common medicines at, or below, prices published in the drug tariff, with many of you paying highly inflated prices. Use this form to report medicine shortage to PSNC where the product can only be obtained at a price higher than the Drug Tariff listed price and submit it along with a scan or photo of the invoice you have received from your wholesaler. | |
| Falsified Medicines Directive (FMD) | Pharmacy Business Legal Compliance | 9th February 2019 | Read the PSNC briefing and log on to the PSNC FMD Webinar here . FMD source https://fmdsource.co.uk/ | |
| Data Security and Protection (formerly IG) Toolkit | Contractual – risk of breach notice if not complete | By 31st March 2019 | To complete and submit an annual Data Security and Protection Toolkit. Note that PSNC has published New guidance to support submission of the new Toolkit . | |

Community Pharmacy Surrey & Sussex

On behalf of East Sussex, West Sussex and Surrey LPCs



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| <p>Quality Payments</p> | <p>Pharmacy Income</p> | <p>Before the review point of 15 Feb'19</p> | <p>To be eligible to collect the points necessary to claim a Quality Payment, contractors must meet five gateway criteria before the review point on 15 Feb:</p> <ul style="list-style-type: none"> • provision of at least one specified Advanced Service • have their NHS.UK entry, including Bank Holiday opening hours, up to date • have the results of the last completed Community Pharmacy Patient Questionnaire publicly available on their NHS website (NHS.UK) page; • have the ability for staff to send and receive NHSmail from their shared premises NHSmail account, which must have at least two live linked accounts • demonstrable compliance of the pharmacy's operating system and browser versions with NHS Digital's Warranted Environment Specification requirements for connectivity to NHS Spine systems. <p>If you have already done the above please check your pharmacy has meet all the gateway criteria on the live gateway criteria validation dataset available here.</p> | |
| <p>Declaration for Quality Payments</p> | <p>Pharmacy Income</p> | <p>The Portal will go live on Monday 4th February 2019 at 9am to Friday 1st March 2019 at 11:59pm</p> | <p>To claim for a Quality Payment, contractors will need to complete a declaration via the NHS Business Services Authority (NHS BSA) website. Contractors should make a declaration for the February 2019 Quality Payment Scheme via either Manage Your Service (MYS) or SNAP survey. Contractors should not submit using both declaration methods.</p> <p>The review point by which the pharmacy should meet their Gateway criteria is claim their quality payments is 15th February 2019. https://psnc.org.uk/services-commissioning/essential-services/quality-payments-faqs/</p> | |
| <p>Renewal of Public Health Local Service Level Agreements (PHLSA's)</p> | <p>Pharmacy Income</p> | <p>Look out for County Specific Dates</p> | <p>For Surrey pharmacies : By 9th February 2019 by emailing on publichealthclaims@surreycc.gov.uk.</p> <p>For West Sussex Pharmacies : Not Due this year . No Action Required.</p> <p>For East Sussex Pharmacies: Look out for Communications in February 2019.</p> <p>For Brighton & Hove Pharmacies: Look out for Communications in February 2019.</p> <p>Please note if you are a part of a multiple then this will be done centrally for you.</p> | |

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| Local Services | Pharmacy Income | By 5th of every Calender month | Please claim all your Public Health Service Via Pharm Outcomes or as guided on our monthly service checklist here. Pharmacy Service Checklist- East Sussex Pharmacy service Checklist- West Sussex Pharmacy Service Checklist- Surrey Brighton and Hove Services – BHCC services listed under East Sussex LPC Tab | |
| 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 england.southeastpharmacypayments@nhs.net | |
| Community Pharmacy Annual Clinical Governance Requirement | Contractual Requirement (Forward Planning) | By 31st March 2019 | Community Pharmacy Patient Questionnaire (CPPQ) - To conduct an annual CPPQ and publish the results by 31 st March 2019. Clinical audit : To conduct two audits each year: one on a topic of your choice* and one nationally determined by NHS England. *Please note, the non-steroidal anti-inflammatory drug (NSAID) audit for the Quality Payments Scheme cannot be used as the pharmacy own audit. Pharmacy own audit deadline: 31 March 2019 Complaints report : To prepare an annual report each year and send a copy to the local NHS England team on england.southeastcommunitypharmacy@nhs.net as soon as practicable after 31 March 2019. | |
| Register for Funded Post-registration community pharmacist 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 here Please find the link to NHS Longterm Plan here . | |
| 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. Local Public Health Service Contacts can be found on our website | | | | |

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

Email to LPC@communitypharmacys.co.uk

Call us on 01372 417726

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

Or visit our website www.communitypharmacys.co.uk