

Deadline Tracker for May 2020

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 |
|---|---|--|--|---------------------|
| COVID related payments | Pharmacy Income | By the 5 th May 2020 where a claim needs to be submitted via MYS portal | <p>A number of COVID related payment have been announced in recent weeks for the following:</p> <ul style="list-style-type: none"> Easter Bank Holiday opening (Good Friday and Easter Monday) Pandemic Delivery Service (Essential Service) Pandemic Delivery Service (Advanced Service) Payment for installing physical barrier e.g. Screens <p>All the above information on when and how the contractor will be paid can be found here.</p> <p>Those pharmacies who opened on Easter Sunday as part of the South East rota should submit their claim by 13 May 2020. See your shared mailbox for details</p> | |
| Friday 8 th May Bank Holiday (VE Day) | Contractual | Prepare in advance to be ready for 8 th May 2020 | <p>All community pharmacies are expected to open 2-5pm, with any exceptions agreed in advance with NHSE&I regional team in the South East - See your shared mailbox for details or email ENGLAND.southeastcommunitypharmacy@nhs.net</p> <p>Please use the poster here to display your opening times.</p> | |
| End of Month Prescription Submission Reminder | Pharmacy Income | By 5 th day of month | <p>There is no change for end-of-month submissions and hence contractors must continue to submit these as normal. Contractors should submit their end of month bundle and FP34C using their usual delivery method no later than the 5th day of the month.</p> | |
| NHS temporary safeguarding payment | Pharmacy income | By 5 th day of month | <p>If you need to claim NHS temporary safeguarding payment in the drug tariff (part XIVC) due to extension of the period of treatment read more here on how to claim it, you must submit this with your monthly bundle and FP34C.</p> | |
| Joint response letter for locally commissioned services | Contractual and protection of pharmacy income | Look out for county specific information effective from April 2020 | <p><u>We have agreed changes to locally commissioned services to help ease pressures on you and protect your income during the COVID-19 pandemic</u></p> <ul style="list-style-type: none"> For Surrey pharmacies all services click here For West Sussex Pharmacies click here and for pharmacies providing substance misuse service click here For East Sussex Pharmacies click here and for pharmacies providing substance misuse service click here For Brighton & Hove Pharmacies click here and for pharmacies providing substance misuse service click here | |
| PSNC and LPC website COVID Information page | Information | | <p>PSNC COVID-19 home page for updates can be found here.</p> <p>During these exceptional times we are working to respond</p> | |

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| | | | to changes and alterations affecting pharmacy daily. Our A-Z is being updated regularly with any new service information and we ask you to look here for help with your query in the first instance. Please follow the link here . | |
| Below are all the deadlines waived or deferred due to COVID-19 Pandemic to allow pharmacy professionals to focus on front line clinical care | | | | |
| Community Pharmacy Annual Clinical Governance Requirement | Contractual Requirement | No action needed | Community Pharmacy Patient Questionnaire (CPPQ) - NHSE&I will not take action against contractors who have not completed these by 31st March 2020. Clinical audit: The National Clinical Audit for 2019/20 is Antimicrobial Stewardship has been waived to help community pharmacies to react to current situation Complaints report and updating practice leaflet: There won't be any action taken if not submitted by 31 st March 2020. | |
| Flu vaccination Training requirement for 2020/21 | Service delivery | Please read and action if applies | Please see PSNC website for revised training requirements for the upcoming Flu season 2020/21. Details can be found here . | |
| Local South East NHS England | Contractual Requirement | No action needed | Hard Copy returns and monitoring requirements Please do not send the below to local NHS England team <ul style="list-style-type: none"> • Details of out of pocket expenses (COC and COA's) – retain these in the pharmacy unless and until requested • Annual Complaints Summary's - please retain until requested • 100 Hour Pharmacy / Responsible Pharmacist Logs (these are no longer required by us – please do not send) Any Communications with the Local NHS England team should be done via england.southeastcommunitypharmacy@nhs.net | |
| Data Security and Protection Toolkit (previously known as IG toolkit) | Contractual Requirement | By 30th September 2020 | Due to COVID-19 the deadline is extended from 31st March 2020 to 30th September 2020 <ul style="list-style-type: none"> • For resources to assist community pharmacies completing the toolkit please click here. • Local information to assist you completing the tool kit can be found here. | |
| Changes to Pharmacy Contract Terms of Service | Contractual Requirement | By 1st July 2020 | From 1 st July 2020, HLP becomes essential service as part of the Community Pharmacy Contractual Framework and all Contractors will be required to be HLP Level 1 as part of their Terms of Service. For more info read information here . | |

For further advice and support from Community Pharmacy Surrey & Sussex Team
Please contact us by Email to LPC@communitypharmacyss.co.uk; Call us on **01372 417726**;
Direct Message us on Twitter [@CPSS_LPCs](https://twitter.com/CPSS_LPCs) Or visit our website www.communitypharmacyss.co.uk

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