

## Deadline Tracker for July 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
PSNC Pharmacy Advice Audit	<b>Contractual Requirement</b>  ( counts as one of contractual clinical audit for 2020/21)	By 5 <sup>th</sup> July 2020	Community pharmacy teams are being encouraged to take part in an audit that will capture information about the advice they give to visitors to their pharmacy. The audit should be carried out on a <b>single day in the week commencing Monday 29th June</b> . All the data to be entered on <a href="#">PharmOutcomes</a> . <b>Please find here :</b> <ul style="list-style-type: none"> <li>• <a href="#">Team Briefing Sheet</a></li> <li>• <a href="#">Audit Template</a></li> <li>• <a href="#">Digital guide on how to complete the audit</a></li> </ul>	
Pandemic Delivery Service (Advanced Service)	<b>Pharmacy Income</b>	Ends on 31 <sup>st</sup> July 2020	Here are resources to help your understanding and claiming for the service <ul style="list-style-type: none"> <li>• Read the <a href="#">service specification</a> and extension details <a href="#">here</a>.</li> <li>• Watch PSNCs <a href="#">digital guide</a></li> <li>• Take a look at <a href="#">key points on delivering the service</a></li> </ul> Any Claims need to be submitted via <a href="#">MYS portal</a>	
Community Pharmacist Consultation Service (CPCS)	<b>Pharmacy Income</b>	By 5 <sup>th</sup> day of month	Although service activity is recorded onto PharmOutcomes; it will prepopulate the claims <a href="#">MYS Claim screen</a> , contractors are still required to login to the MYS Portal to confirm and submit the claim. <b>This should be done monthly to ensure accurate claiming of the service.</b>	
Payment Protection for Locally commissioned services in Quarter -2 July – September 2020	<b>Contractual and protection of pharmacy income</b>	Look out for county specific information	<u>We have been working with the local commissioners to agreed changes to locally commissioned services to help ease pressures on you and protect your income during the COVID-19 pandemic during quarter -2 ( July – September 2020 ) arrangements :</u> <ul style="list-style-type: none"> <li>• For Surrey pharmacies all services <a href="#">click here</a></li> <li>• For West Sussex Pharmacies services <b>commissioned by WSCC arrangements are in discussions</b> and for pharmacies providing substance misuse service <a href="#">click here</a></li> <li>• For East Sussex Pharmacies <a href="#">click here similar arrangements agreed for quarter 2 (as per quarter 1)</a> and for pharmacies providing substance misuse service <a href="#">click here</a></li> <li>• For Brighton &amp; Hove Pharmacies services <b>commissioned by City council arrangements are in discussion</b> and for pharmacies providing substance misuse service <a href="#">click here</a></li> </ul>	
Risk Assessments for at-risk Staff Groups	<b>Health and Safety Legal Requirements</b>	By 31 <sup>st</sup> July 2020	Individual risk assessments for at least staff in at-risk groups (including Black, Asian and Minority Ethnic (BAME) staff) should be completed <b>within the next four weeks</b> . In June 2020 NHS England has put added emphasis on those from a black, Asian or minority ethnic background.	

			<p>See letters and resources below.</p> <p><b>More information</b></p> <ul style="list-style-type: none"> <li>• <a href="#">24 June 2020: letter from NHS England about risk assessments for at-risk staff groups</a></li> </ul> <p>Colleagues in NHS England and NHS Improvement's Midlands Regional Team have collated published information with respect to BAME workforce risk assessments that relate to the pharmacy workforce:</p> <ul style="list-style-type: none"> <li>• <a href="#">BAME Staff Support and Risk Assessment</a></li> <li>• <a href="#">Risk assessment in the pharmacy</a></li> <li>• <a href="#">BAME and other at risk colleagues assessment form</a></li> </ul>	
<p><b>Below are the deadlines which have been waived or deferred due to COVID-19 pandemic to allow pharmacy professionals to focus on front line clinical care</b></p>				
Community Pharmacy Annual Clinical Governance Requirement	Contractual Requirement	No action needed	<p><b>Community Pharmacy Patient Questionnaire (CPPQ)-</b> NHSE&amp;I will not take action against contractors who have not completed these by 31st March 2020.</p> <p><b>Clinical audit:</b> The National Clinical Audit for 2019/20 is <b>Antimicrobial Stewardship</b> has been waived to help community pharmacies to react to current situation</p> <p><b>Complaints report and updating practice leaflet:</b> There won't be any action taken if not submitted by 31<sup>st</sup> March 2020.</p>	
Changes to Pharmacy Contract Terms of Service	Contractual Requirement	Postponed till Autumn 2020	HLP was meant to be essential service as part of the Community Pharmacy Contractual Framework from 1 <sup>st</sup> July 2020 and all Contractors were required to be HLP Level 1 as part of their Terms of Service. For more information read <a href="#">here</a> .	
MUR/NMS Quarterly submission	Contractual Requirement	No action needed	The Q-1 MUR / NMS submission data to be submitted to NHSBSA has been waived during the pandemic.	
Local South East NHS England	Contractual Requirement	No action needed	<p><b>Hard Copy returns and monitoring requirements</b></p> <p>Please do not send the below to local NHS England team</p> <ul style="list-style-type: none"> <li>• Details of out of pocket expenses (COC and COA's) – retain these in the pharmacy unless and until requested</li> <li>• Annual Complaints Summary's - please retain until requested</li> <li>• 100 Hour Pharmacy / Responsible Pharmacist Logs (these are no longer required by us – please do not send)</li> </ul> <p>Any Communications with the Local NHS England team should be done via <a href="mailto:england.southeastcommunitypharmacy@nhs.net">england.southeastcommunitypharmacy@nhs.net</a></p>	
Data Security and Protection Toolkit (previously known as IG toolkit)	Contractual Requirement	By 30 <sup>th</sup> September 2020	<p><b>Due to COVID-19 the deadline has been extended from 31<sup>st</sup> March 2020 to 30<sup>th</sup> September 2020</b></p> <ul style="list-style-type: none"> <li>• For resources to assist community pharmacies completing the toolkit please <a href="#">click here</a>.</li> <li>• Local information to assist you completing the tool kit can be found <a href="#">here</a>.</li> </ul>	

**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](https://twitter.com/CPSS_LPCs) Or visit our website [www.communitypharmacys.co.uk](http://www.communitypharmacys.co.uk)

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