

Deadline Tracker for June 2022

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
Data Security and Protection Toolkit	Contractual Requirement	Complete by 30 th June 2022	PSNC has published guidance to help community pharmacy contractors to complete the 2021/22 Data Security and Protection Toolkit. The Toolkit is used to make a pharmacy's information governance (IG) declaration and must be completed by 30th June 2022 . Read PSNC's Toolkit guidance	
DOS pharmacy hours	Contractual Requirement	Complete by 30 th June 2022	Pharmacy contractors must ensure there is a comprehensive and accurate profile for their pharmacy in the Directory of Services (DoS). Contractors must also ensure they verify and, where necessary, update the information contained in DoS at least once each quarter of the financial year. The financial quarters are: <ul style="list-style-type: none"> • 1st April to 30th June • 1st July to 30th September • 1st October to 31st December • 1st January to 31st March 	
NHS Website profile	Contractual Requirement	Complete by 30 th June 2022	Ensure the NHS.uk website pharmacy profile is comprehensive and accurate. Verify and, where necessary, update the information contained in the profile at least once each quarter. The financial quarters are: <ul style="list-style-type: none"> • 1st April to 30th June • 1st July to 30th September • 1st October to 31st December • 1st January to 31st March 	
PQS 2021-22	Pharmacy Income	Complete by 11.59pm on 30 th June 2022	The scheme officially started on 1st September 2021 with a declaration period between 9am on 3 rd February 2022 and 11.59pm on 2 nd March 2022. As with previous schemes, it has £75m funding available. Contractors are reminded that an extension has been agreed for meeting the requirements of the PQS 2021/22. Contractors have until 30th June 2022 to gather the evidence to demonstrate compliance. Please note that the extension does not apply to all criteria . Further information is available here. Pharmacy Quality Scheme: PSNC Main site	
Referred back and disallowed items	Pharmacy Income	Complete by 30 th June 2022	From July 2022 (for the dispensing month of June 2022), Manage Your Service (MYS) will be the only route available to community pharmacy contractors to view and submit the required information for all referred back and disallowed items.	

			For those still currently using the paper-based route, the final paper referred back and disallowed items that will be sent through the post will relate to prescriptions dispensed in May 2022. Find out more	
NMS Quarterly Report	Contractual Requirement	Complete by 14th July 2022	Contractors must submit the quarterly data to the NHSBSA within 10 working days from the last day of the quarter the data refers to (last day of June, September, December and March). There are two ways to submit your data to the NHSBSA and contractors can choose which method to use (but most contractors find submitting data via the online form is the easiest approach): <ol style="list-style-type: none"> 1. Online form 2. Electronic Reporting Template Further information and links to the online form and electronic reporting template can be found on the NHSBSA website .	
Flu vaccination service 2021/22	Pharmacy Income	Complete by 31st August 2022	Contractors should not administer any further vaccinations under this service after the 31 st of March 2022. Claims will be accepted by the NHSBSA using the MYS application within six months of administration of the vaccination or by 31st August 2022 , whichever date is earlier, in accordance with the usual Drug Tariff claims process.	
Free Health Champion Training	Contractual Requirement		The Health Education England (HEE) South East Schools of Public Health and the HEE South School of Pharmacy are working with the South East LPCs in offering fully funded Health Champion training provided by the award-winning HLP specialists Pharmacy Complete. Currently you can book and get trained up to three health champions per pharmacy. More info can be found on our website here . To book a training place register here .	
Summary of payments including claiming deadlines	Pharmacy Income	At different dates please follow the summary to make claims	A summary of payment claiming deadlines can be found 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](#) Or visit our website www.communitypharmacyss.co.uk

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