

Deadline Tracker for November 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 |
|--------------------------------|---|--|---|---------------------|
| PQS Aspiration Payment | Pharmacy Income | Complete by 11.59pm on 4th November 2022 | <p>Community pharmacy contractors have just over a week left to claim an Aspiration payment for the Pharmacy Quality Scheme (PQS) 2022/23. The deadline for claiming this payment is 11.59pm on the 4th of November 2022.</p> <p>Contractors wishing to claim for an Aspiration payment should review the requirements of the PQS 2022/23, decide which domains they want to work towards meeting by the end of 31st March 2023, and declare this on the NHS Business Services Authority (NHSBSA) Manage Your Service (MYS) portal.</p> <p>The maximum number of points for which a contractor can be paid an Aspiration payment is 70% of the number of points within the band in which they are placed. The value of each point for the aspiration payment is set at £67.50 (i.e. the minimum value of a point for PQS 2022/23).</p> <p>Please note, the Aspiration payment is optional; if contractors do not want to claim it, it will not impact on the contractor's ability to claim a PQS payment during the declaration period. There is also no requirement to have claimed for a previous PQS to claim an Aspiration payment for PQS 2022/23. Find out more.</p> | |
| Christmas and New Year opening | Contractual Requirement | Complete by 19th November 2022 | <p>Please note that New Year's Day (Sunday 1st January 2023) is a normal working day for community pharmacy opening hours. If the hours that the pharmacy wishes to close early are supplementary hours, then notice of that intention should be given at least 5 weeks in advance. If they are core hours, then an application is needed, and the contractor would have to satisfy NHS England that there have been changes to the needs of people in the area, otherwise the application is likely to be refused. If contractors want to reduce their hours, for example, to close early on Christmas Eve, they must give notice to NHS England at least 5 weeks in advance, unless NHS England agrees otherwise.</p> <p>Therefore, the last day to give notice for 24th December, for any guaranteed reduction in supplementary hours, is on 19th November and NHS England must receive the notification, for example, by email, on or before that date. Unless you have notified NHS England of changes to your supplementary hours at least 5 weeks before the date, or applied successfully for amendment of core hours, you are unlikely to be able to close early.</p> | |

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| | | | Note the NHS regulation for changing supplementary hours changed on the 1 st of October 2022. From 3 months to 5 weeks for reducing supplementary hours and no notice is required for an increase in supplementary hours. | |
| Community Workforce Survey | Contractual Requirement | Complete by 30th November 2022 | <p>There is now a mandatory requirement to complete the 2022 Community Pharmacy Workforce Survey, managed by Health Education England (HEE), by 30th November 2022.</p> <p>The NHS Business Services Authority sent an email to pharmacy contractors on 6th October 2022 containing a link to the survey. In some cases, e.g. Company Chemists' Association member companies and other larger multiple pharmacy groups, head offices will complete the survey centrally. If you are not sure whether the survey will be completed centrally, please ask your head office for guidance.</p> <p>Find out more about the survey</p> | |
| NHS Profile Manager | Contractual Requirement | Complete by 31 st December 2022 | <p>Ensure the DoS and NHS.uk website pharmacy profile is comprehensive and accurate by updating via the NHS Profile Manager. Verify and where necessary, update the information contained in the profile at least once each quarter. The financial quarters are:</p> <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 <p>Reminder of the new NHS Profile Manager tool for updating DoS & NHS website</p> | |
| 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 . | |
| Serious Shortage Protocols (SSPs) | Dispensing | | Active SSPs 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**;
Or visit our website www.communitypharmacyss.co.uk

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Disclaimer: This guidance has been produced by Community Pharmacy Surrey and Sussex after reviewing all the information available to us. Every care has been taken in completion of the tracker, but no responsibility can be accepted for any error or consequence of such an error.