

Deadline Tracker for December 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
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>	

Pharmacy Quality Scheme (PQS)	Pharmacy Income	Claim from 9am on 6th February 2023 and 11.59pm on 3rd March 2023	To qualify for the Pharmacy Quality Scheme (PQS) 2022/23 payment, pharmacy contractors will have to meet all the gateway criteria by the end of 31st March 2023. Pharmacy contractors must claim payment for the PQS 2022/23 during the declaration period, which is between 9am on 6th February 2023 and 11.59pm on 3rd March 2023.	
Mandatory Valproate Audit	Contractual Requirement	Complete by 31st March 2023	<p>PSNC and NHS England have agreed that the 2022/23 national clinical audit will focus on valproate, with the aim of reducing the potential harm caused by taking valproate during pregnancy. The audit must be completed by all community pharmacy contractors as this is part of their NHS contractual requirements.</p> <p>Read the audit paperwork</p> <p>Contractors can choose the six-week period over which to complete the audit (as long as this is completed by 31st March 2023).</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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