

Deadline Tracker for February 2023

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
Pharmacy Quality Scheme (PQS) EoL Drugs	Pharmacy Income	Update by 11.59pm on 31st March 2023 if applicable	PQS: NHS Profile Manager can be updated if the pharmacy routinely holds the 16 palliative and end of life critical medicines listed in the PQS Drug Tariff Determination (if contractors are not a stockholder of these 16 palliative and end of life critical medicines, they are not required to update NHS Profile Manager).	
Pharmacy Quality Scheme (PQS) Antibiotic Review	Pharmacy Income	Start at the latest by the 4 th February. Complete by 31st March 2023	PQS: Deadline to start antibiotic review (eight weeks till 31st March 2023). Action: If you have not started the antibiotic review, start this today.	
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	Start at the latest by the 17 th February. Complete by 31st March 2023	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. Read the audit paperwork Contractors can choose the six-week period over which to complete the audit (as long as this is completed by 31st March 2023).	
NHS Profile Manager	Contractual Requirement	Complete by 31 st March 2023	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: <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 Reminder of the new NHS Profile Manager tool for updating DoS & NHS website	

Data Security and Protection Toolkit	Contractual Requirement	Complete by 30 th June 2023	<p>PSNC has published new guidance to help community pharmacy contractors to complete the 2022/23 Data Security and Protection Toolkit. The Toolkit is used to make a pharmacy's information governance (IG) declaration and the deadline for completion is Friday 30th June 2023.</p> <p>Contractors are advised to read the guidance and consider the Toolkit in their workload planning.</p> <p>Read our new Toolkit guidance</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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