***Community Pharmacy Deadline Tracker – March 2020***

***If you are part of a pharmacy group or multiple, please liaise with your company managers/head office***

| **Subject** | **Actions and links** | **Tick when done** |
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| **Coronavirus (COVID-19)**

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 | Please keep up to date with information relating to the outbreak of coronavirus in China, including the current situation in the UK and Europe and information about the virus and its’ symptoms.Practical guidance to support primary care teams in managing contact with and presentations of patients who suspect they may have [COVID-19](https://www.england.nhs.uk/coronavirus/primary-care/)The standard operating procedure for community pharmacy can be found [here](https://www.england.nhs.uk/publication/coronavirus-standard-operating-procedures-for-primary-care-settings/)More information including the posters to display can be found on the PSNC page [here](https://psnc.org.uk/the-healthcare-landscape/covid19/)Business Continuity Information for pharmacies can be found [here](https://psnc.org.uk/contract-it/essential-service-clinical-governance/emergency-planning/) |  |
| **CPPQ****31st March 2020** | Ensure you have completed the CPPQ for 2019-20 by March 31st.Further information including the number of questionnaires you need to complete can be found on the [PSNC website](https://psnc.org.uk/contract-it/essential-service-clinical-governance/cppq/).  |  |
| **Annual Complaints Report****13th April 2020** | You must prepare an annual complaints report which must be submitted to the NHSE&I Area Team within 10 working days of the end of March either by completing the template on PharmOutcomes or email to england.pharmacysouthwest@nhs.net If you haven’t received any complaints during the last 12 months a nil response is still mandatory. Further information including a recording template can be found on the PSNC website.  |  |
| **Data Security and Protection Toolkit (previously known as IG toolkit).****By 31st March 2020** | Providers of NHS services within England, including community pharmacy contractors, are required to give information governance assurances to the NHS each year via the online self-assessment: [The Data Security and Protection Toolkit](https://www.dsptoolkit.nhs.uk/?AspxAutoDetectCookieSupport=1) (previously called the ‘IG Toolkit’.For resources to assist community pharmacies completing the toolkit please [click here](https://psnc.org.uk/contract-it/pharmacy-it/information-governance/data-security-and-protection-toolkit/) |  |
| **Data Security and Protection (DSP) Toolkit** **Completed by March 31st 2020** | All pharmacies are required to complete the DSP toolkit on an annual basis to provide assurance on Information Governance (IG). For a DPS toolkit on demand webinar and support from PSNC see [here](https://psnc.org.uk/our-news/data-security-and-protection-toolkit-workshop-now-on-demand/)  |  |
| **IT Access for CPCS****IT Equipment must be accessible in the consultation room from 1st April 2020** | Pharmacies providing the Community Pharmacist Consultation Service (CPCS) must have IT equipment accessible within the consultation room to allow contemporaneous records of the CPCS consultations to be made within the CPCS IT system (PharmOutcomes in Devon) from 1st April 2020. If a consultation room is now being used to provide CPCS and there is no IT equipment that can be used within it, contractors need to plan how they will provide access to such equipment. Learn more, [HERE](https://psnc.org.uk/our-news/cpcs-have-you-it-access-in-your-consultation-room/?utm_source=PSNC+Newsletter&utm_campaign=2de24f1f88-EMAIL_CAMPAIGN_2020_02_03_02_20&utm_medium=email&utm_term=0_b5ca69e1d1-2de24f1f88-48557229). |  |
| **PQS – Sale of Sugar Sweetened Beverages****31st March 2020** | Pharmacy contractors need to review the beverages they sell in their pharmacy to ensure that the sales of SSBs account for no more than 10% by volume of all beverages sold. Contractors will need to have declared that they meet this criterion on the day of the PQS declaration or that they will be meeting this criterion by the 31st March 2020 |  |
| **Healthy Living Pharmacy****Contractual requirement from 1st April 2020**  | HLP becomes an essential service as part of the Community Pharmacy Contractual Framework and all contractors will be required to be HLP Level 1 as part of their Terms of Service.  |  |
| **NHS Flu Vaccination Service ends on 31st March 2020****Flu vaccination Ordering**  | Community Pharmacy contractors can claim payment monthly for NHS Flu Vaccination on Manage Your Service [(MYS).](https://services.nhsbsa.nhs.uk/nhs-prescription-services-submissions/login)  Please ensure at the end of the day (on 31st March 2020) to remove any promotional materials for the Flu Vaccination Service and ensure all staff are aware that the service has finished for 2019-20 Public Health England (PHE) has advised that both vaccines that were recommended for the 2018/19 season (quadrivalent inactivated vaccine and adjuvanted trivalent inactivated vaccine) will continue to be recommended for next year. Find out more about placing your orders at: [ow.ly/eNO430mHG5q](https://psnc.us7.list-manage.com/track/click?u=86d41ab7fa4c7c2c5d7210782&id=92e983f02b&e=eae8a2e16d) |  |
| **Pharmacy First – New Service Specification from 1st April****Complete Contractor Sign Up and Assurance Sheet by 31st March 2020** | From 1st April 2020, a new service specification for Pharmacy First will replace the existing specification. Following review and approval of the Devon Local Pharmaceutical Committee (LPC), the new Pharmacy First service specification has been agreed, and is due to run for 2 years from 1st April 2020 to 31st March 2022.You will have been sent the new documentation for 2020-22 via email and/or PharmOutcomes, which includes:•The new Pharmacy First Service Specification 2020-22•The Pharmacy Contractor Sign Up and Assurance sheetPlease complete a copy of the Pharmacy Contractor Sign Up and Assurance sheet to indicate whether or not you will provide the service under the new terms of the service specification, and return your completed form as indicated. If you are not the appropriate person to sign on behalf of your organisation, please ensure this is fed back to the relevant person (as indicated in the correspondence you have received) before 31st March 2020. |  |
| **Educational Sessions provided through the Devon Training Hub****Acute Presentations of minor illnesses****Red Whale Clinical Update Training** | Devon LPC is delighted to announce a new [three-day course](https://devonlpc.org/our-news/free-valuable-cpd-for-pharmacists/) on acute presentations of minor illnesses; and two [Red Whale Clinical Update](https://devonlpc.org/our-news/free-valuable-cpd-for-pharmacists/) courses. Free for all pharmacists in Devon and providing excellent CPD opportunities. Attending Red Whale events also brings the benefit of being able to access fantastic resources and CPD opportunities free of charge for a year and are well worth attending even if only part of the day appeals. ***Follow the links above for full course information and details of how to book*** |  |
| **New CPCF Requirements from 1st April 2020** |

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| As part of the Terms of Service you will be required to meet the following from April 1st: * Have a premises shared NHSmail account
* Pharmacy professionals working at the pharmacy have access to the SCR
* Update your NHS 111 DoS & your NHS website profile on a quarterly basis and in a timely manner
* Have access to the Electronic Prescription Service (EPS)
* Have achieved Healthy Living Pharmacy Level 1 status
* Pharmacy professionals working at the pharmacy have achieved Level 2 safeguarding
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| **VirtualOutcomes** | New modules are released every month and are FREE to Devon pharmacies[. Brief training webinars](https://www.virtualoutcomes.co.uk/pharmacy-training/) are available for all members of the pharmacy teams. |  |

***If you require support from the LPC please contact us; either by phone: 01392 834022 or visit our website*** [***https:www.devonlpc.org***](http://www.devonlpc.org)