**Community Pharmacy Deadline Tracker – March 2023**

***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** |
| --- | --- | --- |
| [**Transforming Pharmacy Representation – Special Meeting**](https://devonlpc.org/our-events/devon-lpc-egm/)  **6th March 2023** | Devon LPC has reviewed the constitution of the LPC and will be holding a Special Meeting where it is proposing to adopt the new revised constitution. All of the details and explanatory notes can be accessed on the [Devon LPC website along with the link to register for the meeting.](https://devonlpc.org/our-events/devon-lpc-egm/) |  |
| **Pharmacy Quality Scheme**  **2022-23 and 2023-24** | Full details of PQS for 2022/23 have been released. Key information here:  • [Access full PQS details](https://psnc.org.uk/quality-and-regulations/pharmacy-quality-scheme/)  • [NHSE Guidance](https://www.england.nhs.uk/publication/pharmacy-quality-scheme-guidance/)  • [PQS 2022/23 digital guide](https://psnc.org.uk/quality-and-regulations/pharmacy-quality-scheme/pqs-2022-23-digital-guide/)  • [Key date summary](https://psnc.org.uk/wp-content/uploads/2022/10/PSNC-Briefing-033.22-Important-PQS-dates.pdf)  • [Training requirement summary](https://psnc.org.uk/briefings/pharmacy-quality-scheme-summary-of-the-training-requirements-for-the-2022-23-scheme/)  • [Action and Evidence Portfolio](https://psnc.org.uk/briefings/pharmacy-quality-scheme-2022-23-action-and-evidence-portfolio-workbook/)  • [NMS Tracker](https://www.nhsbsa.nhs.uk/provider-assurance-pharmaceutical-services/pharmacy-quality-scheme-pqs)  • [NHS Safeguarding App](https://www.england.nhs.uk/safeguarding/nhs-england-safeguarding-app/)  Community pharmacies can access the assessment framework on PharmOutcomes (free of charge). The framework allows contractors and their teams to track progress towards achieving PQS. Access by selecting “Assessments” in PharmOutcomes. |  |
| **Pharmacy Quality Scheme Declaration** | The declaration window via MYS for the 2022-23 PQS opened at 9 am on 6th February 2023 and closes at **11:59 pm on 3rd March 2023.**  **NHS BSA: PQS Declaration Questions Published**  The NHS Business Services Authority (NHSBSA) has published the [declaration questions for the 2022/23 Pharmacy Quality Scheme (PQS)](https://psnc.us7.list-manage.com/track/click?u=86d41ab7fa4c7c2c5d7210782&id=b6c13c7f29&e=e494f3f4a6). Contractors are advised to view the declaration questions ahead of making their declaration.  [Find out more about making a PQS Declaration](https://psnc.us7.list-manage.com/track/click?u=86d41ab7fa4c7c2c5d7210782&id=dcaa4a9138&e=e494f3f4a6) |  |
| **Palliative Care (PQS)**  **16th January 2023** | If you routinely stock the 16 palliative and end of life critical medicines, please update [NHS Profile Manager](https://www.nhs.uk/our-policies/profile-editor-login/) from 16th January 2023  More details [here](https://psnc.org.uk/our-news/pqs-nhs-profile-manager-updated-for-peolc-criterion/) |  |
| **Valproate Clinical Audit** | PSNC and NHSE have agreed the 2022-23 national clinical audit will focus on valproate, with the aim of reducing the potential harm caused by taking valproate during pregnancy. More details on the [PSNC website](https://psnc.org.uk/our-news/mandatory-national-audit-announced/).  **To be run over a six-week period and completed by 31st March 2023**  **If you did not start this audit by by 17th February 2023 you will not be able to complete it in the time allowed.** |  |
| **EHC Training Session**  **Thursday 20th April 2023**  **Book via Eventbrite** | This session is part of the training requirement for pharmacists wishing to deliver the Emergency Hormonal Contraception (EHC) under the new Patient Group Direction (PGD's) for 2021. This session will also cover 'Chlamydia Screening', 'C-card Scheme' and 'Talking to Young People'.  Pharmacists are only required to attend this one virtual session for all areas of the county. Book a place using the link below.  [https://www.eventbrite.co.uk/e/emergency-hormonal-contraception-ehc-training-session-tickets-547749592777](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.eventbrite.co.uk%2Fe%2Femergency-hormonal-contraception-ehc-training-session-tickets-547749592777&data=05%7C01%7CCarissa.Punter%40devon.gov.uk%7C9a3737798a1741ab648d08db0ea3b790%7C8da13783cb68443fbb4b997f77fd5bfb%7C0%7C0%7C638119868566841626%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=p6f3kgJu4HDdjKCx%2FBxYW5Tl495tpSo0%2FEyOnQIAZrE%3D&reserved=0) |  |
| **Update your DOS and NHS profiles using the NHS Profile Manager**  **This is a mandatory requirement.**  **Deadline for this quarter is 31st March 2023** | Ensure your Directory of Services and NHS Website profiles are up to date and verified each quarter of the financial year using the new NHS Profile Manager  **What do you need to do?**  [Register](https://organisation.nhswebsite.nhs.uk/) for the new NHS profile Manager with your personal NHSMail address if you have not already.   * Check you can access NHS Profile Manager and your pharmacy profile * For each profile check that your opening times and contact information are up to date. Find out more about the profile manager on the [PSNC Website.](https://psnc.org.uk/digital-and-technology/databases-of-pharmacies-and-services/nhs-profile-manager/)   ***Remember to update your profile if you must temporarily close the pharmacy during its normal hours.*** |  |
| **NHS Mail**  **Check Shared Mailbox regularly** | **Important communications from NHSE&I, NHSBSA, PCN pharmacy leads, GP CPCS referrals and the LPC regularly arrive in your NHS Shared Mailbox. Please ensure sufficient staff have access to your mailbox and that it is checked regularly at least three times daily.** |  |
| **NHS Mail** | From the 1st December 2022 personal NHSMail accounts which are not used for 30 days will be marked inactive and inactive accounts which are not activated within the following 30 days will be deleted.  Ensure you access your personal NHS.net email regularly to avoid your account being deleted. Further information is available [here.](https://psnc.org.uk/our-news/nhsmail-changes-keeping-your-account-active/) |  |
| **Pharmacy First (Local)** | If your pharmacy is signed up to provide the local [Pharmacy First](https://devonccg.nhs.uk/health-services/pharmacy-services/community-pharmacy-minor-ailments-service-pharmacy-first) Service which includes the local PGDs for UTIs, Impetigo and mild inflammatory skin conditions, all pharmacists **(to include locums and relief pharmacists)** are expected to provide the service. You may receive GP CPCS referrals for UTIs which is a positive step forward for patients and your pharmacy.  The Devon ICB website contains the latest list of[**accredited pharmacies.**](https://devonccg.nhs.uk/download/list-of-pharmacies-accredited-to-provide-pharmacy-first-service-v2-may-2022) |  |
| **Unplanned Closures** | The NHSE Pharmacy Team (South West) unplanned Closure Policy came into effect on 1 November 2022.**Please ensure you read this policy and share with relevant colleagues within your Community Pharmacy.**  All resources may be found on the [Devon LPC Website](https://devonlpc.org/pharmacy-resources/resources-g-l/emergency-closure-of-pharmacy/) |  |
| **PharmOutcomes access** | Check that pharmacy staff have access to PharmOutcomes during all opening times, **especially when locums are on duty;** set-up additional accounts if needed. PharmOutcomes **must** be checked regularly throughout the day and referrals and messages received actioned. |  |
| **Virtual Outcomes** | New modules are released every month and are **currently free to Devon community pharmacy teams.** |  |
| **LPC mailing list** | Encourage locums to join the LPC mailing list to ensure they are up to date with changes. Visit [LPC website](https://devonlpc.org/about-us/) or see below for sign up. |  |

***Disclaimer: This guidance has been produced by Devon LPC 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.***

**Link to PSNC contractual payment tracker** updated October 2022

<https://psnc.org.uk/dispensing-supply/payment-accuracy/monthly-payments/payment-timetable-and-deadline-tracker/>

***Contact details: email*** [***admin@devonlpc.org***](mailto:admin@devonlpc.org) ***or call on 01392 719604 (NOTE NEW NUMBER). Direct message on Twitter @DevonLPC or visit our website*** [***https: www.devonlpc.org***](http://www.devonlpc.org)