**Community Pharmacy Deadline Tracker – July 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** |
| --- | --- | --- |
| **2023/24 Community Pharmacy Assurance Framework (CPAF) screening questionnaire****Complete by midnight on Sunday 30th July 2023** | There are 10 questions as part of the short screening questionnaire. Pharmacy owners who use the NHS Business Services Authority (NHSBSA) [Manage Your Service (MYS](https://www.nhsbsa.nhs.uk/pharmacies-gp-practices-and-appliance-contractors/dispensing-contractors-information/manage-your-service-mys)) portal will be required to complete the questionnaire on the portal. Those who are not yet signed up to MYS will be able to complete the questionnaire online. The questions are due to be published on the [NHSBSA website](https://www.nhsbsa.nhs.uk/pharmacies-gp-practices-and-appliance-contractors/dispensing-contractors-information/manage-your-service-mys) ahead of the 3rd of July 2023 go-live date. Once the screening questionnaires have been completed, NHS England will then select a small number of pharmacies for a monitoring visit and/or to complete the full CPAF questionnaire. Community Pharmacy England has published a briefing on the process. [Read the briefing.](https://cpe.org.uk/briefings/briefing-016-23-cpaf-screening-process-for-2023-24/) |  |
| **Pharmacy Quality Scheme 2023-24****Start date: 1st June 2023** | The reduced Year 5 Community Pharmacy Contractual Framework (CPCF) PQS scheme launched on 1 June 2023.**The details of the scheme are included in**[**Part VIIA - Pharmacy Quality Scheme (England) Pharmacy Quality Scheme (PQS) 2023/2024**](https://www.nhsbsa.nhs.uk/sites/default/files/2023-04/Drug%20Tariff%20Part%20VIIA%20PQS%2027042023_0.pdf)**. Further information will be published later.** |  |
| **NHS Profile Manager and updates****Complete by 30th September 2023** | Ensure your DoS and NHS.uk website pharmacy profile is comprehensive and accurate by updating via the [NHS Profile Manager](https://organisation.nhswebsite.nhs.uk/). Verify and, where necessary, update the information contained in the profile at least once each quarter.  |  |
| **Business Continuity Change****31st July 2023** | From 31 July 2023, you must have a business continuity plan at the pharmacy dealing with temporary suspensions of pharmaceutical services because of illness or another reason beyond your control. [This briefing](https://cpe.org.uk/wp-content/uploads/2023/05/PSNC-Briefing-012.23-DHSCs-changes-to-the-Pharmaceutical-Regulations.pdf) from CPE contains the key information to include in your Business Continuity Plan |  |
| **Hypertension Case-Finding Service****Complete by 31st March 2024** | Contractors who sign up for the service in 2023-24 can start working towards achieving their incentive fee for 2023-24 (need to provide 20 ABPMs between 1st April 2023 and 31st March 2024 to achieve [**the incentive fee).**](https://cpe.org.uk/national-pharmacy-services/advanced-services/hypertension-case-finding-service/)**Updating your NHS website and DoS profiles -** NHS Profile Manager has recently been updated so it now allows pharmacy contractors to indicate that they provide the Blood Pressure Check Service.Contractors registered to provide the service should update their information on the ‘Services’ set up page by selecting the ‘NHS Blood Pressure Check Service’ check box under the heading ‘NHS pharmacy services’. |  |
| **Discharge Medicines Service****Masterclasses 5th and 12th July 2023** | Two Masterclasses being held, one in Torbay and one in Exeter for all pharmacy teams in the Royal Devon University Hospital and Torbay and South Devon Trust Hospital footprints. There is still room on both events so book your places now to get involved in the local pharmacy networks. **https://devonlpc.org/training-events/** |  |
| **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** | 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/) |  |
| **Change to the claim period for CPCS** | NHSE has announced that from 1st June 2023, claims for CPCS should be submitted within one month of, and no later than three months from, the claim period for the chargeable activity provided. Find out more on the [PSNC website.](https://psnc.org.uk/our-news/action-required-cpcs-claim-period-change-from-1st-june/)  |  |
| **Clinical Skills Training opportunities** | **Health Education England** is making available 10,000 module places for clinical skills training for community pharmacists to be delivered by CliniSkills between 17 April 2023 and March 2024.This offer is available to community pharmacists, including part time staff and locums working in community pharmacy. To register and find out more about the free training visit the [CliniSkills](https://www.cliniskills.com/community-pharmacists/) website. |  |
| **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 also receive GP CPCS referrals for UTIs which is a positive step forward for patients and your pharmacy.Details of the service can be found on the One Devon website https://onedevon.org.uk/downloads/pharmacy-first/ |  |
| **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. |  |
| **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 29th March 2023

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

***Contact details: email*** ***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)