

Community Pharmacy Tracker May 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
Update NHS website & DoS profile	Contractual Requirement	Act Now	Please ensure you update your opening hours for the May & June Bank Holidays. Find out more in this PSNC Briefing .	
Flu Letter	Service Delivery		The annual flu vaccination programme letter for the 2022/23 season has now been published. Visit the PSNC website and get prepared for the coming season.	
RSG		Various dates	To help contractors to understand the proposals, ask questions and hear directly from RSG members, the RSG are holding several contractor briefing events. <ul style="list-style-type: none"> National Contractor Briefing Event: Tuesday 3rd May, 7-8pm National Contractor Briefing Event: Wednesday 4th May, 12-1pm Regional (North-West) Contractor Briefing Event: Monday 16th May, 7-8pm Read more about these events and book your place here .	

Regular Tasks

The following tasks need to be completed on a daily / monthly basis:

Subject	Requirement	Deadline	Action and links	Tick when completed
Local Services	Pharmacy income	By the 5 th	Please claim all your locally commissioned services by the 5 th of the month.	
Pharmacy Profile Update	Contractual	Quarterly	Ensure your Directory of Services and NHS website profiles are up to date and verify each quarter of the financial year.	
Check Shared Mailbox	Pharmacy Business	Ongoing	NHSE&I regularly send important communications to your NHS Shared Mailbox. Please ensure sufficient staff have access your Mailbox and that it is checked at least once daily.	
Virtual Outcomes	Workforce training	Ongoing	A new module will be released every month. Access here .	
LPC Mailing List	Pharmacy Mailing List	Ongoing	Encourage your locums to join the LPC mailing list to ensure they are up to date with the rapidly changing pharmacy environment.	

If you require support from Community Pharmacy Lancashire

Join our Facebook Group
Visit our website

Community Pharmacy Lancashire
<https://pharmacylancashire.org/>