

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

Date Sensitive Tasks

The following tasks need to be completed on by the date specified below:

Subject	Requirement	Deadline	Action and links	Tick when completed
Medicines Supply & Price Concession Process	Pharmacy Business	Act Now	Find out more about the medicines supply and price concession process by accessing the new resources from CPE here .	
Flu Support	Service Support	Act Now	<ul style="list-style-type: none"> Download the new resources to support your flu service from the CPE website Update your NHS Profile Manager with the details of your patient-facing appointment booking system. Find out more on the CPE website	
Pharmacy Quality Scheme	Pharmacy Income	See Linked Data Summary	The PQS Aspiration Payment window is now and will close at 23:59 on 29 September 2023 <ul style="list-style-type: none"> Access the VirtualOutcomes PQS briefing here Download a summary of important dates here Full PQS details are available on the NHSBSA website	
CPAF Full Questionnaire	Contractual	3rd December 2023	Some contractors will be asked to complete the full CPAF questionnaire. If selected, you will be emailed by the NHSBSA to your shared mailbox. Some pharmacies may also be selected to validate their answers to the screening questions. Find out more on the CPE website here . Contact us if you are selected and require support.	
Workforce Survey 2023	Contractual	17th December 2023	The 2023 Community Pharmacy Workforce Survey is now open, all pharmacy owners will need to submit data to support workforce planning for the sector. Find out more on the CPE website here .	

Regular Tasks

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

Subject	Requirement	Deadline	Action and links	Tick when completed
PharmOutcomes	Act now	Ongoing	Check PharmOutcomes a minimum of three time a day for referrals for the following services: <ul style="list-style-type: none"> The Community Pharmacy Consultation Service (GP and 111 pathways) The Discharge Medicines Service The Hypertension Case Finding The Smoking Cessation Service 	
VirtualOutcomes	Workforce Training	Ongoing	A new module will be released every month. Access here .	
NHS Mail	Pharmacy IT	Access regularly (at least once a month)	From 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 .	
Check NHS shared mailbox	Pharmacy Business	Daily	NHSE&I, NHSBA & GMLPC regularly send important communications to your NHS Shared Mailbox. Please ensure enough staff have access your Mailbox and that it is checked at least once daily.	
GMLPC Mailing List	Communications	Ongoing	Encourage your locums and the rest of your pharmacy team to join the GMLPC Newsletter Mailing list to ensure they are up to date with new guidance and updates in the rapidly changing pharmacy environment.	
GMLPC PCN WhatsApp Groups & Broadcast List	Communications	Ongoing	GMLPC has created WhatsApp groups on contractor's behalf to support and facilitate effective communication between pharmacies in your PCN and your Community Pharmacy PCN Lead. If you would like to be added to your PCN WhatsApp Group or the Broadcast List for important updates, please contact the team on enquiries@gmlpc.org.uk	
Sit-Rep	System Resilience	Ongoing	A link to the sit-rep will be sent to your NHS shared mailbox each week. Please complete if there is a change to your situation.	
Local Services	Pharmacy Income	By the 5th of each month	Please claim all your locally commissioned services by the 5th of the month.	

If you require additional support from the LPC please contact the GMLPC team:

Name	Job Position	Email Contact
Luvjit Kandula	Director of Pharmacy Transformation	luvjit@gmlpc.org.uk

Disclaimer: This guidance has been produced by Greater Manchester 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.

Karishma Visram	Communications and Engagement Officer	karishma@gmlpc.org.uk
Rikki Smeeton	Principle Responsible Officer	Rikki.smeeton@gmlpc.org.uk
Louise Gatley	Director of Services	Louise@gmlpc.org.uk
Adrian Kuznicki	Business Support Officer	Adrian@gmlpc.org.uk

Follow us on Twitter [@GMLPC_](#)

Follow us on Instagram [@gtrmanchesterlpc](#)

Follow us on LinkedIn [Greater Manchester LPC](#)

Follow us on Facebook [Greater Manchester LPC](#)

Visit our website [Representing community pharmacists in Greater Manchester \(communitypharmacy.org.uk\)](#)