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|  | **Community Pharmacy Deadline Tracker May 2023** |

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

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| **SUBJECT** | **REQUIREMENT** | **DEADLINE** | **ACTIONS AND LINKS** | **TICK WHEN COMPLETED** |
| May Bank Holiday and King's Coronation Pharmacy Rota | Contractual requirement | ACT NOW | Copy of the May 2023 Rota attached.  [HERE](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fleicestershire-rutland.communitypharmacy.org.uk%2Fwp-content%2Fuploads%2Fsites%2F103%2F2023%2F04%2FMay-bank-holiday-rota-poster.xlsx&wdOrigin=BROWSELINK) |  |
| Bank Holidays Rota Claims | Contractual requirement | Within 28 days of the date of the rota | If you were/are directed to open over the Easter or May Bank Holidays, please remember to claim your payment within 28 days of the date of the rota. Please note:  Rota claims should now be made by completing the new ‘Directed Rota Claim Form’ on PharmOutcomes. |  |
| DoS PHARMACY HOURS | Contractual requirement | 30th June 2023 | Pharmacies must ensure there is a comprehensive and accurate profile for their pharmacy in  the [Directory of Services (DoS). Information contained in DoS](https://organisation.nhswebsite.nhs.uk/) at least once each quarter of  the financial year. The financial quarters are:   * 1st April to 30th June * 1st July to 30th September * 1st October to 31st December * 1st January to 31st March. |  |
| DSP Toolkit | Contractual requirement | 30th June 2023 | The [DSP Toolkit 2022-23](https://www.dsptoolkit.nhs.uk/) is now open and must be completed by 30 June 2023.  A copy of the PSNC DSP toolkit workshop can be downloaded [here.](https://psnc.org.uk/psnc-and-negotiations/updates-events/our-webinars/data-security-and-protection-ig-toolkit-workshop/) |  |
| Pharmacy Contraceptive Advanced Service (PCS) | Pharmacy Income | Reminder | The PCS service was launched on 24th April. For further information please click <https://psnc.org.uk/national-pharmacy-services/advanced-services/pharmacy-contraception-service/> |  |
| Top tips to claim for and reconcile SSP payments | Pharmacy Income | ACT NOW | PSNC understands that a large number SSP claims continue to be deemed invalid by the NHSBSA due to incorrect endorsements applied by PMR systems and/or pharmacy staff. |  |