*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** |
| Bank Holidays Rota Claims  | Contractual requirement | Within 28 days of the date of the rota | If you were/are directed to open over the Bank Holiday period, 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. |  |
| CPAF Questionnaire 2023-2024 | Contractual Requirement | 3rd– 20th July 2023 | A copy of the 2023/24 questionnaire will be made available on the NHSBSA website to view in advance of the go-live date on our [Community Pharmacy Assurance Framework (CPAF) | NHSBSA](https://www.nhsbsa.nhs.uk/pharmacies-gp-practices-and-appliance-contractors/dispensing-contractors-information/community-pharmacy-assurance-framework-cpaf)*NHS England has not made any changes to this year's CPAF questions, so they are the same as the ones used assess compliance in 2022/23.* |  |
| DoS PHARMACY HOURS | Contractual requirement | 1st July – 30th September  | Pharmacies must ensure there is a comprehensive and accurate profile for their pharmacy inthe [Directory of Services (DoS). Information contained in DoS](https://organisation.nhswebsite.nhs.uk/) at least once each quarter ofthe 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. |  |
| Community Pharmacist Consultation Service  | Pharmacy Income  | 5th day of the following month  | Claims for payments for this service will automatically be added to MYS using the Application Programme Interface (API) between the CPCS IT system and the NHSBSA.) Find out more on the [PSNC website](https://cpe.org.uk/our-news/action-required-cpcs-claim-period-change-from-1st-june/) |  |
| 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. For support visit [CPE](https://cpe.org.uk/?s=ssp&post_type=all)  |  |
| Mailing List and WhatsApp group  | Information  | ACT NOW  | Encourage your Locum and Relief Pharmacists to join our mailing list to ensure they are up to date with the latest news and local updates. Please contact Rajshri, Chief Officer.  |  |
| Alcohol Awareness Week | Pharmacy Information | 3rd - 9th July 2023 | A chance for the UK to get thinking about drinking. It’s a week of awareness-raising, campaigning for change, and more.[Alcohol Change](https://alcoholchange.org.uk/get-involved/campaigns/alcohol-awareness-week-1) |  |
| World Drowning Prevention Day | Pharmacy Information | 25th July 2023 | [World Drowning Prevention Day 2023 (who.int)](https://www.who.int/campaigns/world-drowning-prevention-day/2023) |  |
| Calendar of national campaigns | Contractual requirement | Reminder | [Please find here](https://www.nhsemployers.org/events/calendar-national-campaigns) National campaigns, awards and awareness days to help you plan activities for the year. |  |

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| **If you require additional support from the administrative team, please contact any member of the team:** |
| Rajshri Owen- Chief Officer  | chiefofficer@leics-lpc.co.uk |
| Kate – Administrator | admin@leics-lpc.co.uk |
| Gareth McCague – Service Delivery Facilitator | service.support@leics- lpc.co.uk |
| Vinay Mistry-Service Development Lead | servicedevelopmentlead@leics-lpc.co.uk |