*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. |  |
| Hypertension Case Finding Service | Pharmacy Income | 1st September 2023 | Pharmacies must have a [recognised IT provider in place to record consultations](https://cpe.org.uk/our-news/hypertension-case-finding-service-you-must-use-an-it-system-from-september/) and make payment claims by 1st September |  |
| Pharmacy Quality Scheme (PQS) | Pharmacy Income | 4th September 2023 | Aspiration claim window will open on MYS on Monday 4th September to 29th September. |  |
| Annual General Meeting  Community Pharmacy Leicestershire and Rutland | Information and Feedback | ACT NOW by 28th Sept 2023 | Registration to attend is now open.  To book your free place please click [here](https://www.eventbrite.co.uk/e/community-pharmacy-leicestershire-and-rutland-annual-general-meeting-agm-tickets-693946060347?aff=oddtdtcreator) |  |
| Annual General Meeting  Community Pharmacy Leicestershire and Rutland | Information and feedback | ACT NOW  By 12pm 28th Sept 2023 | Accounts and voting forms have been sent via email (CCA organizations require no action). Non CCA organizations please return voting forms via email/ post or attend. To access [info](https://leicestershire-rutland.communitypharmacy.org.uk/training-events/annual-general-meeting-2023/) |  |
| DoS Pharmacy Hours | Contractual requirement | 1st July – 30th September | 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. |  |
| Hypertension Case Finding Service | Pharmacy Income | 1st September 2023 | Pharmacies must have a recognised IT provider in place to record consultations and make payment claims by 1st September |  |
| Get Flu ready | Pharmacy Income | Ongoing | If providing to patients who have already booked in before the official launch on 7th October, please remember to keep evidence of prior booking in case needed for Post Payment Verification. |  |
| 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) |  |
| Pharmacy Owner September Engagement Event | Information and feedback | ACT NOW | [You're Invited: Pharmacy Owner September Engagement Event - Community Pharmacy England (cpe.org.uk)](https://cpe.org.uk/our-news/youre-invited-pharmacy-owner-september-engagement-event/) |  |
| Book now for our Price Concessions Webinar | Information and Feedback | ACT NOW | [Book now for our Price Concessions Webinar - Community Pharmacy England (cpe.org.uk)](https://cpe.org.uk/our-news/book-now-for-our-price-concessions-webinar/?fbclid=IwAR3pfzrF8P6cLVQhCsZjlYJDO7Q2Y4ZoBFuVh9Fh8l8tE-UbDqUY3moeZyA) |  |
| Community Pharmacy Open House Surgery | Information and Feedback | 20th September 8pm | To find more information click [here](https://leicestershire-rutland.communitypharmacy.org.uk/training-events/training-development/contractors-open-house-surgery/) |  |
| Social Media – Join us! | Information | ACT NOW | Facebook  [Leicestershire & Rutland Community Pharmacy | Leicester | Facebook](https://www.facebook.com/profile.php?id=100083179608018)  Instagram  [Community Pharmacy Leicestershire & Rutland (@communitypharmaciyllr) | Instagram](https://www.instagram.com/communitypharmaciyllr/)  LinkedIn  <https://www.linkedin.com/in/community-pharmacy-leicestershire-and-rutland-577723276> |  |
| 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. |  |
| Know Your Blood Pressure Numbers Week | Information | 4-10 September | [Blood Pressure UK](https://www.bloodpressureuk.org/know-your-numbers/) |  |
| World Suicide Prevention Day | Information | 10 September | [Suicide prevention and postvention | NHS Employers](https://www.nhsemployers.org/articles/suicide-prevention-and-postvention) |  |
| Organ Donation Week | Information | 18-24 September | [Organ donation campaigns - NHS Organ Donation](https://www.organdonation.nhs.uk/get-involved/organ-donation-campaigns/) |  |
| World Patient Safety Day | Information | 17 September | [World Patient Safety Day campaign (who.int)](https://www.who.int/campaigns/world-patient-safety-day) |  |
| 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](mailto:chiefofficer@leics-lpc.co.uk) |
| Kate – Administrator | [admin@leics-lpc.co.uk](mailto:admin@leics-lpc.co.uk) |
| Gareth McCague – Service Delivery Facilitator | [service.support@leics-](mailto:service.support@leics-lpc.co.uk) [lpc.co.uk](mailto:service.support@leics-lpc.co.uk) |
| Vinay Mistry-Service Development Lead | [servicedevelopmentlead@leics](mailto:servicedevelopmentlead@leicslpc.co.uk)-lpc.co.uk |