*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. |  |
| 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. |  |
| Regulatory Change: Business Continuity Plan | Contractual requirement  | From 31st July 2023 onwards  | From 31 July 2023, you must have a business continuity plan at the pharmacy dealing with temporary suspensions of pharmaceutical services because of illness or another reason beyond your control. This briefing from [CPE](https://cpe.org.uk/wp-content/uploads/2023/05/PSNC-Briefing-012.23-DHSCs-changes-to-the-Pharmaceutical-Regulations.pdf) contains the key information to include in your Business Continuity Plan |  |
| Pharmacy Quality Scheme  | Contractual requirement | ACT NOW  | PQS for 2023/24 launched on 1 June 2023 Details are available on the [NHSBSA website](https://www.nhsbsa.nhs.uk/pharmacy-quality-scheme-pqs-launch-year-5-scheme-202324) |  |
| Get Flu ready  | Pharmacy Income  | Ongoing  | Check the latest information published by [CPE](https://cpe.org.uk/national-pharmacy-services/advanced-services/flu-vaccination-service/) to ensure you are ready to deliver the flu service: • Read the latest [Flu Letter](https://www.gov.uk/government/publications/national-flu-immunisation-programme-plan) from the DHSC, PHE & NHSE&I • [Training requirements](https://cpe.org.uk/national-pharmacy-services/advanced-services/flu-vaccination-service/flu-vaccination-training/) |  |
| 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)  |  |
| Community Pharmacy Open House Surgery  | Information and Feedback  | 16th August 3pm  | To find more information click [here](https://leicestershire-rutland.communitypharmacy.org.uk/training-events/training-development/contractors-open-house-surgery/)  |  |
| PQS Training requirements  | Pharmacy income | ACT NOW | For more information click below: [PSNC-Briefing-031.22-PQS-Summary-of-the-training-requirements-for-the-PQS-2022-23.pdf (cpe.org.uk)](https://cpe.org.uk/wp-content/uploads/2022/09/PSNC-Briefing-031.22-PQS-Summary-of-the-training-requirements-for-the-PQS-2022-23.pdf) |  |
| 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.  |  |
| Stoptober | Information | ACT NOW  | [Stoptober - Quit Smoking Event (thestoptober.co.uk)](https://thestoptober.co.uk/) |  |
| National Cholestral Month | Information | ACT NOW | [HEART UK - The Cholesterol Charity](https://www.heartuk.org.uk/) |  |
| Breast Cancer Awarnees Month | Information | ACT NOW | [Breast Cancer Awareness Month | Breast Cancer Now](https://breastcancernow.org/get-involved/breast-cancer-awareness-month) |  |
| World Mental Health Day 10th October | Information | ACT NOW | [World Mental Health Day 2023 | Mental Health Foundation](https://www.mentalhealth.org.uk/our-work/public-engagement/world-mental-health-day) |  |
| World Menopause Day 18th October 2023 | Information  | ACT NOW | [World Menopause Day - International Menopause Society (imsociety.org)](https://www.imsociety.org/education/world-menopause-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 |
| 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 |