

Quality Points Timetable Suggestion

NOTE: Multiple will have 'in house' resources, support and communications. Refer to those in the first instance.

	Activity	Notes
BEFORE CHRISTMAS	Decide which QP Criteria you want to go for – hopefully all of them	
	Plan when doing data collection, training and submission	
	Make sure that all of your Gateway Criteria have been / will be met (see previous Briefings)	Don't forget to make sure that your NHSmail SHARED account is up and running and checked. PLUS at least two of the personal account linked to it are operational.
	Email the LPC ahwlpc@gmail.com from your NHSmail shared account	https://psnc.org.uk/contract-it/essential-service-clinical-governance/clinical-audit/
	Don't forget the NHSE Audit – Diabetes – Flu (see previous Briefing) - must be completed by 16 th December 2018	
	Read PSNC and NHSE Guides NHSE will publish February 2019 Guidance soon on NHSBSA website	If need help from LPC – just ask Email: ahwlpc@gmail.com or call the office 01386 897529 or come and see us / arrange for a visit
Brief teams and plan in completion of the two CPPE packs and dementia friends training ahead of Review date	Remember Risk Management – applies to 80% Registered Pharmacists & Technicians Dementia Friends – 80% all healthcare patient facing staff Oral Health – 80% all healthcare staff providing public health advice	
Check your HLP1 accreditation – plan in any training for leaders and champions if new to HLP or staff have moved on. Make sure that your evidence folder is up to date	Remember the training can take some time to complete and to get results. Also allow time for any re-accreditation needed if more than 2 years since became HLP1	
Update Directory of Services DoS	The profile tool is open now	
JANUARY	Make sure that all of the pre-Christmas activities are complete or action now	Don't forget gateway requirements
JANUARY	Patient Safety Report – Collate all the information for Report. Plus - new requirement LASA data collation	PSNC will be providing a template and support materials soon
	Collate data for NSAID audit	Allow up to 4 weeks
	Make sure that you have completed all activities for the Quality Points claiming and all gateway met	Aim for end January completion. NB: must be no later than review date 15 th February 2019
FEBRUARY	SUBMIT ON NHSBSA website for Gateway and Quality Criteria: Between: 9am on Monday 4th February and 11.59pm on Friday 1st March 2019	Don't leave everything to the last week – in case IT issues https://www.nhsbsa.nhs.uk/pharmacies-gp-practices-and-appliance-contractors/dispensing-contractors-information/community-0