

Closure Activity Planner - Countdown

Pharmacy Name:	xxx
ODS Code:	xxx
Planned Closure Date: (enter date dd/mm/yyyy)	30/06/2020

Disclaimer: This list is **NOT exhaustive**. It was designed to help and support the process of your closure and the LPC cannot, in any way whatsoever, be responsible for your use of the information contained in or linked from the web pages given.

Notes	Read PSNC Guidance, NHSE guidance, Consult NPA, LPC and / PSNC as appropriate. http://www.warwickshirelpc.co.uk/resources/pharmacist-support/change-in-circumstances/ T-Minus refers to the very last week this activity should be completed - ideally complete as soon as possible as appropriate. Changing the planned closure date will recalculate the deadline by which the tasks need to be completed by.	T-Minus Wk	Completion Deadline	Complete
	Inform NHSE using the official form Annex 1 Chapter 38 NHSE Pharmacy Manual (if 100 hour pharmacy need to give 6 months notice if, standard contract 3 months). https://www.england.nhs.uk/publication/pharmacy-manual-chapter-38-annex/ Enquiries: england.pharmacypaymentswm@nhs.net	-12	07/04/2020	
	Confirm with NHSE who they will inform and who you need to inform: CCG, Council, Directory of Services, NHS Digital	-12	07/04/2020	
	Inform any Commissioners, IT Providers or contracted companies - IT suppliers, Landlord, Insurance providers, Council - (Business rates), Banks, Suppliers etc.	-11	14/04/2020	
	Inform patients including EPS nomination patient and surgeries of the closure date. Support patients to find alternative pharmacies, manage prescriptions - e.g if doing monitored dosage systems, repeat dispensing or managing ordering of prescriptions, delivering or collecting medicines / prescriptions or supporting any care homes or sheltered housings. This is to be done via posters, patient leaflets, a message on any website and a message on your NHS website profile page.	-11	14/04/2020	
	Inform staff as soon as practical and cover all HR issues - redeployments / redundancies / references etc.	-10	21/04/2020	
	Arrange transition for any patients who have services from you - e.g. stop smoking, substance misuse etc.	-10	21/04/2020	
	Look at stock and reduce holding - retail and dispensary. Consider options for selling remaining stock. Consider discounting any retail stock to clear.	-8	05/05/2020	
	Arrange collection for clinical, pharmaceutical waste (NHSE can support).	-8	05/05/2020	
	Arrange destructions of out of date / remaining controlled drugs - contact the CDAO team at: AGCSU.controlledrugs@nhs.net	-8	05/05/2020	
	Keep NHSE informed of progress in closure process and any problems or anticipated change in closure date.	-8	05/05/2020	
	Ensure all outstanding payments and claims are settled before closure date.	-7	12/05/2020	
	Arrange any uplifts of stock / kit where you can return or sold.	-6	19/05/2020	
	Inform any care homes that you provide services to of closure dates.	-4	02/06/2020	
	Follow PSNC ODS change instructions - nomination / prescriptions etc. NHS Choices, DoS, ERD Nominations, Smart Cards, SCR access etc. Pharmacy IT system - stop EPS downloads for day close.	-4	02/06/2020	
	Contact NHSmail to remove shared email and any personal NHSmail which is not needed going forward. (email: pharmacyadmin@nhs.net)	-4	02/06/2020	
	Put arrangements in place for the transfer of disposal or excess stock on the day of the closure. Arrange a final collection of unwanted medicines that have been returned to you under paragraphs 13 and 14, Schedule 4 of the NHS (Pharmaceutical and Local Pharmaceutical Services) Regulations 2013, as amended.	-2	16/06/2020	
	Deliver NHS Balances and Owings to Patients. There should now be very few regular patients that have not moved to other pharmacies.	-2	16/06/2020	
	Ensure all electronic prescriptions not supplied are undone and returned to the Spine.	-1	23/06/2020	
	Ensure that all patient owings are dispensed and do not dispense any other incomplete prescriptions unless owings can be filled and collected/delivered to the patient before closure.	-1	23/06/2020	
	Ensure all patients with prescriptions awaiting collection are contacted and if necessary deliver the medication to patient's home.	-3 days	27/06/2020	
	If there are still any outstanding owings, inform the patient's GP practice so that new prescriptions can be issued where necessary unless you are assured that the outstanding items can and will be collected or delivered to the relevant patient before closure.	-3 days	27/06/2020	

	Ensure all stock, CDs, waste are transferred / removed / destroyed and safely disposed of.	0	30/06/2020	
	Ensure all patient identifiable material & personell records are archived or destroyed depending on NHS / HR storage requirements.	0	30/06/2020	
	All prescriptions are counted and boxed ready to be sent for payment.	0	30/06/2020	
	Return any prescriptions that have not been collected to the prescriber.	0	30/06/2020	
	Submit all dispensed prescriptions to the NHSBSA for payment with a final FP34A/CD/D.	0	30/06/2020	
	Submit all final enhanced services claims to NHS England.	0	30/06/2020	
	Remove all certificates and personal belongings.	0	30/06/2020	
	Confirm to NHSE, LPC and surgeries that the pharmacy is closed and put a notice on the outside of the pharmacy so it can be seen when closed.	0	30/06/2020	
	Ensure a message is added to the NHS website profile page advertising that the premises are now closed.	0	30/06/2020	
	Ensure any website is closed down.	0	30/06/2020	
	Cash up and bank.	0	30/06/2020	
	Make sure confidential waste is removed.	0	30/06/2020	
	Leave empty CD cabinet(s) open with CD keys inside.	0	30/06/2020	
	Send prescriptions to NHSBSA for payment - provide contact for any queries / returns.	+1 day	01/07/2020	
	Check all claims have been made for services and the commissioner knows it is the last claim.	+1 day	01/07/2020	
	Ensure all building related actions are completed - lease, insurance, general waste, keys etc. and that the premises are left secure and if any medication remains on site that it is securely stored.	+1 day	01/07/2020	
	Ensure all utilities are turned off / meters read for final bills.	+1 day	01/07/2020	
	Dispose of any kit and return all keys to keyholder / Landlord.	+1-3 days	03/07/2020	