

## Monthly Activity Checklist 2023/24

Quarter 1 23/24					
Activity	Component	Platform	Claim Period	Deadline	Completed
<b>Workforce Enabler Declaration</b>	Declare on NECAF the number of hours of staffing each training banding level per annum for up to <u>two</u> members of staff.	NECAF > Workforce Declaration	April 2023	31 <sup>st</sup> May 2023	<input type="checkbox"/>
	Payments are made monthly, pro-rata against 37.5 hour week		May 2023	30 <sup>th</sup> June 2023	<input type="checkbox"/>
			June 2023	31 <sup>st</sup> July 2023	<input type="checkbox"/>
<b>Continuity Scheme</b>	Declare on the WP34C for the relevant month that:	NECAF > WP34c	April 2023	31 <sup>st</sup> May 2023	<input type="checkbox"/>
	Number of days CAS was available - eligible for a payment of £263.90 if 80% or more		May 2023	30 <sup>th</sup> June 2023	<input type="checkbox"/>
	Number of days the Contraception Service was available - eligible for a payment of £263.90 if 80% or more		June 2023	31 <sup>st</sup> July 2023	<input type="checkbox"/>
<b>Collaborative Working</b>	Up to 3 payments per year of £263.90, to attend quarterly meetings with the CPCL and all pharmacies in the cluster. An extra £263.90 is available to all those who attend 3 meetings or more (a total available of £1055.60 a year)	NECAF > Collaborative Working (& action plan in pharmacy)	Ongoing –1 per quarter – up to 3 per year.		<input type="checkbox"/>
<b>Quality and Safety Scheme</b>	<u>Mental health awareness e-learning</u>	HEIW website for e-learning	All year	31 <sup>st</sup> March 2024	<input type="checkbox"/>
	All pharmacy employees involved in the provision of NHS pharmaceutical services at the pharmacy will have completed the Mental Health Awareness e-learning package (see DT for detail)  £580 will be payable to all contractors who complete a declaration on NECAF stating they have complied with above.	Declaration on NECAF			
	<u>First aid for mental health training</u>	HEIW training event	All year	31 <sup>st</sup> March 2024	<input type="checkbox"/>
	One pharmacy employee involved in the provision of NHS pharmaceutical services at the pharmacy will be supported to undertake first aid for mental health training.	Declaration on NECAF			

## Monthly Activity Checklist 2023/24

	£580 will be payable to all contractors who complete a declaration on NECAF stating they have complied with above.				<input type="checkbox"/>
<b>Independent Prescribing Claims</b>	For Pharmacies offering IP services declare the number of hours availability and number of consultations that month	NECAF	April 2023	31 <sup>st</sup> May 2023	<input type="checkbox"/>
			May 2023	30 <sup>th</sup> June 2023	<input type="checkbox"/>
			June 2023	31 <sup>st</sup> July 2023	<input type="checkbox"/>
<b>All Clinical Services</b>	To ensure timely and accurate redistribution of funding please process all Clinical service consultation claims by 5 <sup>th</sup> day following month in which they were provided	As per service specification		5 <sup>th</sup> day of month following provision	<input type="checkbox"/>
<b>Applications for IP funding via HEIW for 23/24 financial year</b>	Deadline for applications for HEIW funding for IP training.	Apply here: <a href="#">23/24 Independent prescribing for pharmacists in community pharmacies or GP practices (office.com)</a>		19 <sup>th</sup> May 2023	<input type="checkbox"/>

## Monthly Activity Checklist 2023/24

### Quarter 2 23/24

Activity	Component	Platform	Claim Period	Deadline	Completed
<b>Workforce Enabler Declaration</b>	<p>Declare on NECAF the number of hours of staffing at each training banding level per annum for up to <u>two</u> members of staff.</p> <p>Payments are made monthly, pro-rata against 37.5 hour week</p>	NECAF > Workforce Declaration	July 2023	31st August 2023	<input type="checkbox"/>
			August 2023	30 <sup>th</sup> September 2023	<input type="checkbox"/>
			September 2023	31 <sup>st</sup> October 2023	<input type="checkbox"/>
<b>Continuity Scheme</b>	<p>Declare on the WP34C for the relevant month that:</p> <p>Number of days CAS was available - eligible for a payment of £263.90 if 80% or more</p> <p>Number of days the Contraception Service was available - eligible for a payment of £263.90 if 80% or more</p> <p>Eligible for a payment of £316.68 for Sept-Dec 2023 (inclusive) if Seasonal Influenza Vaccination Service is available on at least one day in each month and on no fewer than 40 days in total between 1 Sept and 31 Dec 2023.</p>	NECAF > WP34c	July 2023	31st August 2023	<input type="checkbox"/>
			August 2023	30 <sup>th</sup> September 2023	<input type="checkbox"/>
			September 2023	31 <sup>st</sup> October 2023	<input type="checkbox"/>
<b>Collaborative Working</b>	Up to 3 payments per year of £263.90, to attend quarterly meetings with the CPCL and all pharmacies in the cluster. An extra £263.90 is available to all those who attend 3 meetings or more (a total available of £1055.60 a year)	NECAF > Collaborative Working (& action plan in pharmacy)	Ongoing –1 per quarter – up to 3 per year.		<input type="checkbox"/>
<b>Quality and Safety Scheme</b>	<p><u>Mental health awareness e-learning</u></p> <p>All pharmacy employees involved in the provision of NHS pharmaceutical services at the pharmacy will have completed the Mental Health Awareness e-learning package (see DT for detail)</p> <p>£580 will be payable to all contractors who complete a declaration on NECAF stating they have complied with above.</p>	<p>HEIW website for e-learning</p> <p>Declaration on NECAF</p>	All year	31 <sup>st</sup> March 2024	<input type="checkbox"/>

## Monthly Activity Checklist 2023/24

	<p style="text-align: center;"><u>First aid for mental health training</u></p> <p>One pharmacy employee involved in the provision of NHS pharmaceutical services at the pharmacy will be supported to undertake first aid for mental health training.</p> <p>£580 will be payable to all contractors who complete a declaration on NECAF stating they have complied with above.</p>	<p>HEIW training event</p> <p style="text-align: center;">NECAF</p>	All year	31 <sup>st</sup> March 2024	<input type="checkbox"/>
	<p style="text-align: center;"><u>Decarbonisation - Responsible disposal of inhalers</u></p> <p>Collect data for 2 weeks during September 2023 on the number of inhalers returned to the pharmacy. Data collection form available <a href="#">here</a>.</p> <p>£500 to contractors who complete a declaration indicating they have met the criteria above in Sept 2023 and February 2024. More info available <a href="#">here</a>.</p>	<p style="text-align: center;">NECAF</p>	All year	<p>Data Collection Deadline: 30<sup>th</sup> Sept 2023</p> <p>Claim Deadline: 31<sup>st</sup> March 2024</p>	<input type="checkbox"/>
	<p style="text-align: center;"><u>Validation AWPD</u></p> <p>AWPD Database Validation – £520 will be payable for validation exercise</p>	<p style="text-align: center;">NECAF</p>	September 2023	30 <sup>th</sup> Sept 2023	<input type="checkbox"/>
<b>Independent Prescribing Claims</b>	For Pharmacies offering IP service declare the number of hours availability and number of consultations that month	NECAF	July 2023	31st August 2023	<input type="checkbox"/>
			August 2023	30 <sup>th</sup> September 2023	<input type="checkbox"/>
			September 2023	31 <sup>st</sup> October 2023	<input type="checkbox"/>
<b>All Clinical Services</b>	To ensure timely and accurate redistribution of funding please process all Clinical service consultation claims by 5 <sup>th</sup> day following month in which they were provided	As per service specification		5 <sup>th</sup> day of month following provision	<input type="checkbox"/>

## Monthly Activity Checklist 2023/24

Quarter 3 23/24					
Activity	Component	Platform	Claim Period	Deadline	Completed
<b>Workforce Enabler Declaration</b>	Declare on NECAF the number of hours of staffing at each training banding level per annum for up to <u>two</u> members of staff.	NECAF > Workforce Declaration	October 2023	30 <sup>th</sup> November 2023	<input type="checkbox"/>
	Payments are made monthly, pro-rata against 37.5 hour week		November 2023	31 <sup>st</sup> December 2023	<input type="checkbox"/>
			December 2023	31 <sup>st</sup> January 2024	<input type="checkbox"/>
<b>Continuity Scheme</b>	Declare on the WP34C for the relevant month that:  Number of days CAS was available - eligible for a payment of £158.34 if 80% or more  Number of days the Contraception Service was available - eligible for a payment of £158.34 if 80% or more  Eligible for a payment of £316.68 for Sept-Dec 2023 (inclusive) if Seasonal Influenza Vaccination Service is available on at least one day in each month and on no fewer than 40 days in total between 1 Sept and 31 Dec 2023.	NECAF > WP34c	October 2023	30 <sup>th</sup> November 2023	<input type="checkbox"/>
			November 2023	31 <sup>st</sup> December 2023	<input type="checkbox"/>
			December 2023	31 <sup>st</sup> January 2024	<input type="checkbox"/>
<b>Collaborative Working</b>	Up to 3 payments per year of £263.90, to attend quarterly meetings with the CPCL and all pharmacies in the cluster. An extra £263.90 is available to all those who attend 3 meetings or more (a total available of £1055.60 a year)	NECAF > Collaborative Working (& action plan in pharmacy)	Ongoing –1 per quarter – up to 3 per year.		<input type="checkbox"/>
<b>Quality and Safety Scheme</b>	<u>Mental health awareness e-learning</u>  All pharmacy employees involved in the provision of NHS pharmaceutical services at the pharmacy will have completed the Mental Health Awareness e-learning package (see DT for detail)  £580 will be payable to all contractors who complete a declaration on NECAF stating they have complied with above.	HEIW website for e-learning  Declaration on NECAF	All year	31 <sup>st</sup> March 2024	<input type="checkbox"/>

## Monthly Activity Checklist 2023/24

	<p style="text-align: center;"><u>First aid for mental health training</u></p> <p>One pharmacy employee involved in the provision of NHS pharmaceutical services at the pharmacy will be supported to undertake first aid for mental health training.</p> <p>£580 will be payable to all contractors who complete a declaration on NECAF stating they have complied with above.</p>	<p>HEIW training event</p> <p style="text-align: center;">NECAF</p>	All year	31 <sup>st</sup> March 2024	<input type="checkbox"/>
<b>Independent Prescribing Claims</b>	For Pharmacies offering IP services declare the number of hours availability and number of consultations that month	NECAF	October 2023	30 <sup>th</sup> November 2023	<input type="checkbox"/>
			November 2023	31 <sup>st</sup> December 2023	<input type="checkbox"/>
			December 2023	31 <sup>st</sup> January 2024	<input type="checkbox"/>
<b>All Clinical Services</b>	To ensure timely and accurate redistribution of funding please process all Clinical service consultation claims by 5 <sup>th</sup> day following month in which they were provided	As per service specification		5 <sup>th</sup> day of month following provision	<input type="checkbox"/>

## Monthly Activity Checklist 2023/24

Quarter 4 23/24					
Activity	Component	Platform	Claim Period	Deadline	Completed
<b>Workforce Enabler Declaration</b>	Declare on NECAF the number of hours of staffing at each training level Annum (based on 37.5 hours of Registered checking pharmacy technician) Payments are made monthly, pro-rata against a 37.5 hour week	NECAF > Workforce Declaration	January 2024	28 <sup>th</sup> February 2024	<input type="checkbox"/>
			February 2024	31 <sup>st</sup> March 2024	<input type="checkbox"/>
			March 2024	30 <sup>th</sup> April 2024	<input type="checkbox"/>
<b>Continuity Scheme</b>	Declare on the WP34C for the relevant month that:  Number of days CAS was available - eligible for a payment of £158.34 if 80% or more  Number of days the Contraception Service was available - eligible for a payment of £158.34 if 80% or more	NECAF > WP34c	January 2024	28 <sup>th</sup> February 2024	<input type="checkbox"/>
			February 2024	31 <sup>st</sup> March 2024	<input type="checkbox"/>
			March 2024	30 <sup>th</sup> April 2024	<input type="checkbox"/>
<b>Collaborative Working</b>	Up to 3 payments per year of £263.90, to attend quarterly meetings with the CPCL and all pharmacies in the cluster. An extra £263.90 is available to all those who attend 3 meetings or more (a total available of £1055.60 a year)	NECAF > Collaborative Working (& action plan in pharmacy)	Ongoing – potential 1 per quarter – up to 3 per year.		<input type="checkbox"/>
<b>Quality and Safety Scheme</b>	<p style="text-align: center;"><u>Mental health awareness e-learning</u></p> All pharmacy employees involved in the provision of NHS pharmaceutical services at the pharmacy will have completed the Mental Health Awareness e-learning package (see DT for detail)  £580 will be payable to all contractors who complete a declaration on NECAF stating they have complied with above.	HEIW website for e-learning  Declaration on NECAF	All year	31 <sup>st</sup> March 2024	<input type="checkbox"/>

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	<p style="text-align: center;"><u>First aid for mental health training</u></p> <p>One pharmacy employee involved in the provision of NHS pharmaceutical services at the pharmacy will be supported to undertake first aid for mental health training.</p> <p>£580 will be payable to all contractors who complete a declaration on NECAF stating they have complied with above.</p>	<p>HEIW training event</p> <p style="text-align: center;">NECAF</p>	All year	31 <sup>st</sup> March 2024	<input type="checkbox"/>
	<p style="text-align: center;"><u>Decarbonisation - Responsible disposal of inhalers</u></p> <p>Collect data for 2 weeks during February 2024 on the number of inhalers returned to the pharmacy. Data collection form available <a href="#">here</a>.</p> <p>£500 to contractors who complete a declaration indicating they have met the criteria above in Sept 2023 and February 2024. More info available <a href="#">here</a>.</p>	<p style="text-align: center;">NECAF</p>	All year	<p>Data Collection Deadline: 28<sup>th</sup> Feb 2024</p> <p>Claim Deadline: 31<sup>st</sup> March 2024</p>	<input type="checkbox"/>
	<p style="text-align: center;"><u>Validation AWPDP</u></p> <p>AWPDP Database Validation – £520 will be payable for validation exercise</p>	<p style="text-align: center;">NECAF</p>	March 2024	31 <sup>st</sup> March 2024	<input type="checkbox"/>
<b>Independent Prescribing Claims</b>	For Pharmacies offering IP services declare the number of hours availability and number of consultations that month	NECAF	January 2023	28 <sup>th</sup> February 2023	<input type="checkbox"/>
			February 2023	31 <sup>st</sup> March 2023	<input type="checkbox"/>
			March 2023	30 <sup>th</sup> April 2023	<input type="checkbox"/>
<b>CG and ISMS toolkit</b>	Completion of ISMS & CG Toolkit data.	<a href="https://formbuildertwo.wales.nhs.uk/">https://formbuildertwo.wales.nhs.uk/</a>	31 <sup>st</sup> March 2024		<input type="checkbox"/>



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<b>All Clinical Services</b>	To ensure timely and accurate redistribution of funding please process all Clinical service consultation claims by 5 <sup>th</sup> day following month in which they were provided	As per service specification		5 <sup>th</sup> day of month following provision	<input type="checkbox"/>
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