**Top tips #1 for completing PQS 2022/23**

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| **Top Tip** | **Reason** | **Complete Y/N** |
| Begin with the end in mind | Planning for the MYS submission first will allow you to plan the workload in a methodical way |  |
| Grab yourself an A4 folder with dividers to prepare your evidence file. right from the start | Keeping organised and having a plan will allow you to track and document the progress of all of each element. The administration and organisation will help you to be ready for declaration day. |  |
| Prepare a training record for all your team including the dates of training to record each element (example below) | This allows you to see when the recommended training was completed and if it is still to be completed. Spread the training over the 5 moths |  |
| Prepare a holiday planner | This will allow you to see which team members will be in on declaration day and which will not |  |
| After completing the declaration on 3rd March 2023 don’t forget the outstanding work | Most of the training requirements need to be completed by 31st March 2023 NOT 3rd March |  |
| Brief your pharmacy team about the plans for the PQS plans for this year and involve them in supporting the requests | PQS is a team scheme and team members can be a valuable resource to carry out some of the required actions |  |
| Plan the 4 weeks you will undertake the Antimicrobial Resistance conversations with patients early | Planning this into a time that suits you will help spread the workload rather than this being a last-minute dash to the line. |  |
| Make sure that the equipment for measuring height, weight and waist circumference is available and in working order | This will allow you to start the Healthy Living Support domain early |  |
| Link elements together where possible | Completing a BP check on a patient in the pharmacy will give you a good reason to speak to them about a healthy lifestyle and weight management |  |
| Identify specific groups of patients and a method of flagging them on the tokens | This will give you advance notice of the number and type of patient conversations that need to be completed and enable all qualifying patients to be seen by a healthcare professional |  |
| Keep weekly records and tally charts of the conversations that have been completed | This will ease the data compilation in readiness for declaration day |  |

**Appendix 1 Team training record**

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| **Team member** | **Type of training** | **Previous completion date** | **Completion date for PQS 2022/23 if applicable** |
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