



## Community Pharmacy Deadline Tracker December 2023

If you are part of a pharmacy group or multiple, please liaise with your company managers/head office as necessary

Subject	Requirement	Deadline	Action and links	Tick when completed
<b>Christmas Rota/ Opening Times</b>	Contractual	Act now	Details of the pharmacies directed to open across Cheshire & Mersey can be downloaded from the Community Pharmacy Cheshire & Wirral website once they are made available Look out for further information in our newsletter	
<b>Contraception Service</b>	Service Delivery	From 1 December 2023	Read the updated service specification and updates from Community Pharmacy England <a href="#">here</a> Please contact us if you require and advice or support	
<b>Hypertension Case Finding Service</b>	Service Delivery	From 1 December 2023	Read the updated service specification and updates from Community Pharmacy England <a href="#">here</a> Please contact us if you require and advice or support	
<b>Workforce Survey 2023</b>	Contractual	17 December 2023	The 2023 Community Pharmacy Workforce Survey is now open, all pharmacy owners will need to submit data to support workforce planning for the sector Find out more on the CPE website <a href="#">here</a>	
<b>CPAF full survey deadline extended</b>	Contractual	December 17 2023	The deadline to complete the full CPAF survey has been extended to midnight on 17 December If you are required to complete the full CPAF survey, you will be notified by the NHSBSA and will have the until the closing day to complete on MYS	
<b>Pharmacy Profile Update</b>	Contractual	31 December 2023	Ensure your Directory of Services and NHS website profiles are up to date by updating your <a href="#">NHS Profile Manager</a> once each quarter The deadline for this quarter is 31 December 2023, however we recommend that the updates is completed ahead of the Christmas break	
<b>Pharmacy First Service</b>	Service Delivery	Launches 31 January 2024	The expected launch date of the new Pharmacy First Service is 31 January 2024 subject to the appropriate digital systems being in place Read the latest updates and briefings regarding the service from Community Pharmacy England <a href="#">here</a> Please contact us if you require and advice or support	
<b>Pharmacy Quality Scheme: Gateway Criteria</b>	Pharmacy Income	See linked date summary	You must have delivered a minimum of 15 NMS between 1 April 2023 and 31 December 2023 and have claimed for them by 5 January 2024 to meet the gateway criteria	
<b>Pharmacy Quality Scheme: Supporting Information</b>	Pharmacy Income	See linked date summary	Full PQS details are available on the <a href="#">NHSBSA website</a> <ul style="list-style-type: none"> <li>• Access the VirtualOutcomes PQS briefing <a href="#">here</a></li> <li>• Download a summary of important dates <a href="#">here</a></li> </ul>	

## Regular Tasks

The following tasks need to be completed on a daily/monthly basis:

Subject	Requirement	Deadline	Action and links	Tick when completed
<b>PharmOutcomes</b>	Act now	Ongoing	Check PharmOutcomes a minimum of three times a day for referrals for the following services: <ul style="list-style-type: none"> <li>• The Community Pharmacy Consultation Service (GP and 111 pathways)</li> <li>• The Discharge Medicines Service</li> <li>• The Hypertension Case Finding</li> <li>• The Smoking Cessation Service</li> </ul>	
<b>Local Services</b>	Pharmacy income	<i>Typically</i> , by the 5 <sup>th</sup> of every month	Please claim all your locally commissioned services ( <i>typically</i> ) by the 5 <sup>th</sup> of the month	
<b>NHS Mail</b>	Pharmacy IT	Access regularly (at least once a month)	Ensure you access your personal NHS.net email regularly (at least once every 30 days) to avoid your account being deleted. Further information is available <a href="#">here</a>	
<b>Pharmacy Profile Update</b>	Contractual	Update quarterly	Ensure your Directory of Services and NHS website profiles are accurate by updating your <a href="#">NHS Profile Manager</a> once each quarter.	
<b>VirtualOutcomes</b>	Workforce training	Ongoing	A new module will be released every month. Access all modules <a href="#">here</a>	
<b>LPC Mailing List</b>	Pharmacy Mailing List	Ongoing	Encourage your locums to join the LPC mailing list to ensure they are up to date with the rapidly changing pharmacy environment	

## If you require support from the LPC please contact us:

Adam Irvine (Chief Executive Officer)  
 Suzanne Austin (Pharmacy Services Manager)  
 Gary Pickering (Pharmacy Services Manager)  
 Alison Williams (Business Support Officer)  
 Sara Davies (Engagement Officer)

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