



## Community Pharmacy Deadline Tracker January 2024

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>Pharmacy First Service</b>	Service Delivery	Launches 31 January 2024	<p>The expected launch date of the new Pharmacy First Service is 31 January 2024 subject to the appropriate digital systems being in place</p> <ul style="list-style-type: none"> <li>• Read the latest updates and briefings on the CPE Pharmacy First website <a href="#">here</a></li> <li>• Download the service specification and pathways <a href="#">here</a></li> <li>• Download the draft PGDs &amp; Protocol <a href="#">here</a></li> <li>• Check our newsletters for details of locally arranged training</li> </ul> <p>Please contact us if you require any advice or support.</p>	
<b>Pharmacy Profile Update</b>	Contractual	31 December 2023	<p>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</p> <p>The deadline for this quarter is 31 December 2023, however we recommend that the updates is completed ahead of the Christmas break</p>	
<b>Community Pharmacy England Webinars</b>	Service Delivery	Act now	<p>CPE have launched a series of webinars to support delivery of:</p> <ul style="list-style-type: none"> <li>• Pharmacy First</li> <li>• The Hypertension Case Finding Service (3 January)</li> <li>• The Pharmacy Contraception Service (10 January)</li> </ul> <p>Book you place or watch on demand <a href="#">here</a></p>	
<b>Christmas Rota/ Opening Times</b>	Contractual	Act now	<p>Details of the pharmacies open over Christmas can be downloaded from our website <a href="#">here</a></p>	
<b>VirtualOutcomes</b>	Pharmacy Training	Act now	<p>Access the new modules for Hypertension Case Finding Service and the Pharmacy Contraception Service from the VirtualOutcomes website <a href="#">here</a></p> <p>New modules to support Pharmacy First will be launched early in 2024</p>	
<b>Pharmacy Quality Scheme: Gateway Criteria</b>	Pharmacy Income	<a href="#">See linked date summary</a>	<p>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</p>	
<b>Pharmacy Quality Scheme: Supporting Information</b>	Pharmacy Income	<a href="#">See linked date summary</a>	<p>Full PQS details are available on the <a href="#">NHSBSA website</a></p> <ul style="list-style-type: none"> <li>• Access the VirtualOutcomes PQS briefing <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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