



Community Pharmacy Deadline Tracker April 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
Pharmacy First	Funding	31 March 2024	<p>The deadline to have delivered a minimum of 5 Pharmacy First clinical pathway consultations that cross the Gateway point is 11.59pm on 31 March 2024</p> <p>If you have not delivered a minimum of five of these consultations by this date the £2,000 initial fixed payment will be recovered.</p>	
Hypertension Case Finding	Funding	31 March 2024	<p>The Deadline to have achieved the incentive fee threshold for 2023/24 (provide 20 ABPMs between 1 April 2023 and 31 March 2024) is the 31 March 2024</p>	
Pharmacy Profile Update	Contractual	31 March 2024	<p>Ensure your Directory of Services and NHS website profiles are up to date by updating your NHS Profile Manager once each quarter. The deadline for the last quarter is 31 March 2024</p>	
Palliative Care Audit	Service Delivery	31 March 2024	<p>If you are signed up to provide the Palliative Care service, please ensure you complete your PharmOutcomes audit template for the quarter January to March 2024.</p>	
Pharmacy First: Requirement to have an otoscope from 1st April 2024	Service Delivery	1 April 2024	<p>The deadline for having an otoscope to use within the acute otitis media pathway and to start providing this pathway is 1 April 2024 (this does not apply to distance selling pharmacies as they cannot provide this pathway)</p> <p>Find out more on the CPE website</p>	
LFD service: New eligible patient groups	Service Delivery	1 April 2024	<p>From 1 April 2024 additional patient groups will be eligible to access the LFD service, as well as those previously eligible for the service.</p> <p>Full details are available on the CPE website</p>	
Community Pharmacy Pressures Survey	Pharmacy Pressures	2 April 2024	<p>Community Pharmacy England has launched its third annual Pressures Survey, and they want to hear directly from everyone who owns or works in a community pharmacy</p> <p>Find out more and complete the surveys on the CPE website</p>	
Easter Opening Times and Rota Claim	Contractual	Act now	<p>The Cheshire and Mersey Easter Rota is available on the LPC website. Please check the website information and follow the instructions to check the DOS spreadsheet and update your pharmacy profile if needed</p> <p>If you have been directed to open remember to complete the PharmOutcomes template (Directed Rota Claim Form) within 28 days of the date of the rota</p>	

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Annual Complaints Report	Contractual	As soon as reasonably practicable after the end of 2023/24	Pharmacy owners must send a copy of their annual complaints report to the local NHS team as soon as reasonably practicable after the end of the year to which the report relates. Send your report to: ENGLAND.CMPharmacy@nhs.net	
DSP Toolkit	Contractual	30 June 2024	The deadline for community pharmacy contractors to complete the 2023/24 Data Security and Protection Toolkit is 30 June 2024. <ul style="list-style-type: none"> • Read the CPE guidance here • Watch the CPE webinar here 	

Regular Tasks

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

Subject	Requirement	Deadline	Action and links	Tick when completed
PharmOutcomes	Act now	Ongoing	Check PharmOutcomes a minimum of three times a day for referrals for the following services: <ul style="list-style-type: none"> • The Pharmacy First Service • The Discharge Medicines Service • The Hypertension Case Finding • The Contraception Service • The Smoking Cessation service 	
Local Services	Pharmacy income	<i>Typically</i> , by the 5 th of every month	Please claim all your locally commissioned services (<i>typically</i>) by the 5 th of the month	
NHS Mail	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 here	
Pharmacy Profile Update	Contractual	Update quarterly	Ensure your Directory of Services and NHS website profiles are accurate by updating your NHS Profile Manager once each quarter. The deadline for this quarter is 31 June.	
VirtualOutcomes	Workforce training	Ongoing	A new module will be released every month. Access all modules here	
LPC Mailing List	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:

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