



## Community Pharmacy Deadline Tracker January 2025

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 Opening Hours</b>	Pharmacy Contract	Ongoing	Christmas Opening Hours are now published on <a href="#">our website</a> .	
<b>Pharmacy Profile Update</b>	Contractual	31 December 2024	Ensure your Directory of Services and NHS website profiles are accurate by updating your <a href="#">NHS Profile Manager</a> once each quarter; the deadline for this quarter is 31 December 2024 but <b><u>we encourage you to do this as soon as possible</u></b>	
<b>Palliative Care Audit</b>	Service Delivery	31 December 2024	If you are signed up to provide the Palliative Care service, please ensure you complete your PharmOutcomes audit template for the quarter September to December 2024.	
<b>CPE – Original Pack Dispensing</b>	Pharmacy Regulations	January 2025	From 1 January 2025, <a href="#">amendments made to the pharmacy regulations</a> state that the supervising pharmacist <b>must consider</b> dispensing up to 10% more or less than the prescribed quantity. <ul style="list-style-type: none"> <li>• Watch the webinar <a href="#">here</a></li> <li>• Resources are available <a href="#">here</a></li> </ul>	
<b>Pharmacy First</b>	Service Income	January 2025	Changes to the Pharmacy First payment thresholds have been made for the rest of the year.  The threshold for January is a minimum of 25 consultations are to be completed to pass the gateway point to be eligible for the £1,000 monthly payment.	
<b>Advance Services Bundling</b>	Service Income	31 March 2025	From 31 March 2025, community pharmacies must deliver a bundle of services to qualify for the monthly £1,000 payment. This includes: <ul style="list-style-type: none"> <li>• Pharmacy Contraception Service</li> <li>• Hypertension Case Finding Service</li> <li>• Pharmacy First</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>Pharmacy First</b>	Service Income	By the 5 <sup>th</sup> of the month	Remember to claim every month for service activity via MYS	
<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	

Subject	Requirement	Deadline	Action and links	Tick when completed
<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>  Please remember that NHSmail is set to make multi-factor authentication mandatory. Find out more <a href="#">here</a>	
<b>PharmOutcomes</b>	Act now	Ongoing	Check PharmOutcomes a minimum of three time a day for referrals for the following services: <ul style="list-style-type: none"> <li>• The Pharmacy First Service</li> <li>• The Discharge Medicines Service</li> <li>• The Hypertension Case Finding</li> <li>• The Contraception Service</li> </ul> The Smoking Cessation service	
<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)  
Alison Williams (Business Support Officer)  
Sara Davies (Engagement Officer)

[adam@cpcw.org.uk](mailto:adam@cpcw.org.uk)  
[suzanne@cpcw.org.uk](mailto:suzanne@cpcw.org.uk)  
[alison@cpcw.org.uk](mailto:alison@cpcw.org.uk)  
[sara@cpcw.org.uk](mailto:sara@cpcw.org.uk)

T: 07795 123165  
T: 07523 056987  
T: 07828 832782  
T: 07544 873687

Visit our website

<https://www.cpcw.org.uk/>