



Community Pharmacy Deadline Tracker April 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
Pharmacy Contraception Training	Training	Various	Evening training from 6.30pm (food), 7pm-9pm <ul style="list-style-type: none"> 1 April - Cheshire West & Chester – Book here 	
Easter Bank Holiday Rota	Contractual	Act now	The Easter opening times for Cheshire and Merseyside are now available on the CPCW Website ; please check the information for your pharmacy	
Flu Vaccination Service 2024/25	Service Delivery	31 March 2025	At the end of the day, remove any promotional materials for the Flu Vaccination Service (including any on your website) and ensure all staff are aware that the service has now finished for 2024/25	
Healthy Living Pharmacy (HLP)	Contractual	31 March 2025	Each financial year, pharmacies must engage in at least one community engagement health promotion exercise activity by: <ul style="list-style-type: none"> Collaborating with other organisations for outreach and local services Extending health promotion beyond the pharmacy through in-person or virtual outreach See CPE HLP hub for more info 	
Annual Complaints Report	Contractual	As soon as reasonably practicable after the end of 2024/25	Pharmacy owners must send a copy of their annual complaints report to the local NHS contract management team. This is a mandatory requirement for all pharmacy owners	
Pharmacy First Service	Service Income	31 March 2025	Deadline for pharmacy owners who are delivering Pharmacy First to also deliver the Pharmacy Contraception Service and Hypertension Case-Finding Service to qualify for the monthly £1,000 fixed payment (as well as meeting the relevant consultation threshold)	
NHS Pharmacy Profile Update	Contractual	1 April - 30 June 2025	Ensure your Directory of Services and NHS website profiles are accurate by updating your NHS Profile Manager once each quarter; the new quarter starts on 1 April and ends on 30 June 2025 but we encourage you to do this as soon as possible	
Pharmacy First – New caps introduced	Service Income	1 April 2025	These caps are based on the monthly average of Pharmacy First (clinical pathways) delivered during November 2024 to January 2025) <ul style="list-style-type: none"> Action: View your assigned Band and monthly cap on the NHS Business Services Authority website 	
CPPE: Contraception Service	Training	2 April 2025	CPPE are holding a face-to-face NHS Pharmacy Contraception Service: delivering effective consultations to initiate contraception event <ul style="list-style-type: none"> Book your place here 	
Data Security and Protection (DSP) Toolkit		Ongoing	You can now watch the DSP Toolkit 2025 workshop on demand. <ul style="list-style-type: none"> Watch here 	

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Pharmacy First – Patient Feedback Request		Open until the end of 2025	Ask your patient to give feedback on Pharmacy First to help inform service improvements: <ul style="list-style-type: none"> Find out more here 	

Regular Tasks

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

Subject	Requirement	Deadline	Action and links	Tick when completed
Local Services	Pharmacy income	Typically, 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 Please remember that NHSmail is set to make multi-factor authentication mandatory. Find out more here	
PharmOutcomes	Act now	Ongoing	Check PharmOutcomes a minimum of three time 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 	
VirtualOutcomes	Workforce training	Ongoing	A new module will be released every month. Access 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:

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

adam@cpcw.org.uk
suzanne@cpcw.org.uk
alison@cpcw.org.uk
sara@cpcw.org.uk

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

Visit our website

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