

Deadline Tracker December 2023

If you are part of a pharmacy group or multiple, please liaise with your area managers/head office.

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

			notified by the NHSBSA and will have the until the closing day to complete on MYS.	
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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 time a day for referrals for the following services: <ul style="list-style-type: none"> The Community Pharmacy Consultation Service (GP and 111 pathways) The Discharge Medicines Service The Hypertension Case Finding The Smoking Cessation service 	
NHS Mail	Pharmacy IT	Access regularly	Ensure you access your personal NHS.net email regularly (at least once every 30days) to avoid your account being deleted. Further information is available here .	
Local Services	Pharmacy income	By the 5 th	Please claim all your locally commissioned services by the 5 th of the month.	
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:

Community Pharmacy Halton, St Helens & Knowsley

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Helen Murphy (Chief Officer – Job Share)
Joe Clarke (Business Support Officer)
David Barker (Engagement Officer)

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Disclaimer: This guidance has been produced after reviewing all the information available to us. Every care has been taken in completion of the tracker, but no responsibility can be accepted for any error or consequence of such an error.