

Deadline Tracker February 2024

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 Download the draft PGDs & Protocol here Check our newsletters for details of locally arranged training Read our training summary here Attend a CPE drop-in session <p>Please contact us if you require any advice or support.</p>	
Pharmacy Quality Scheme	Pharmacy Income	Declaration window closes 1 st March 2024	<p>The PQS declaration window opens on February 5th 2024 and closes at 23:59 on March 1st 2024 through MYS.</p> <ul style="list-style-type: none"> Full PQS details are available on the NHSBSA website Access the VirtualOutcomes PQS briefing here Download a summary of important dates here 	
Community Pharmacy England Webinars	Service Delivery	Watch on demand	<p>CPE have launched a series of webinars to support delivery of.</p> <ul style="list-style-type: none"> Pharmacy First The Hypertension Case Finding Service The Pharmacy Contraception Service <p>Watch on demand here.</p>	
Oriel Update Webinar	Workforce	Act now	<p>The NHSE Oriel system is now open for pharmacy contractors wishing to recruit a trainee pharmacist. From 2025/26 this will be the only route into training.</p> <p>Find out more and book your webinar place here.</p>	
Christmas & New Year Rota Claim	Contractual	Act now	<p>If you were directed to open, please remember to complete the PharmOutcomes template (Directed Rota Claim Form) within 28 days of the date of the rota.</p>	
Market Entry Application Delays	Contractor Support	Act now	<p>CPE have provided an update regarding delays to Market Entry. Further details, including a briefing, can be found here.</p>	

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 	
NHS Mail	Pharmacy IT	Access regularly	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 .	
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 .	
Pharmacy Profile Update	Contractual	31 st March 2024	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 this quarter is 31 st March 2024.	
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:

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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.