

Deadline Tracker May 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
LPC / ICB Contractor Support Webinar Survey	Service Support	26 th April 2024	Please complete our ICB/LPC Contractor Support Webinar Survey on the service list on PharmOutcomes. Your feedback will help the ICB and your LPC to develop a series of webinars to support you to deliver optimal and quality clinical services to patients.	
May Bank Holiday Opening Times	Contractual	Act now	Details of the pharmacies directed to open across Cheshire & Mersey are now available on the LPC website .	
CPE Briefing Event for Pharmacy Owners Critical Pressures and the Future	Contractor Briefing	Tuesday 7th May from 7pm-8.30pm	This event will provide an update across a range of issues impacting pharmacies as well as the wider outlook for community pharmacy and upcoming CPE work. Find out more and book your place here .	
Pharmacy First	Service Income	From 1 st May 2024	The activity threshold of clinical pathway consultations increases to a minimum of 10 per month from May 2024. This means you have to provide a minimum of 10 consultations that pass the gateway point to be eligible for the £1,000 monthly payment. Action: Ensure pharmacy team members are aware of the increase in activity threshold and discuss actions that can support the team to reach the increased target.	
Prescription Charge increase	Contractual	From 1 st May 2024	Prescription charges will rise to £9.90 on 1 May 2024. Download a copy of the poster and find out more on the CPE website .	
A quick guide to dermatological aspects of pharmacy first webinar	Training	2 nd May 2024	To support Pharmacy First Dr Gallard will be providing tips on the dermatological diagnosis, effective management and common pitfalls including some differential diagnoses and other things not to be missed, in a 30-minute presentation. Click here to book your place.	
Easter Opening Times & Rota Claim	Contractual	Act now	If you were directed to open over the Easter break, remember to complete the PharmOutcomes template (Directed Rota Claim Form) within 28 days of the date of the rota.	
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 th June 2024	The deadline for community pharmacy contractors to complete the 2023/24 Data Security and Protection Toolkit is 30th 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 	
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 June 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 June 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:

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.