**Deadline Tracker October 2024**

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

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| --- | --- | --- | --- | --- |
| Subject | Requirement | Deadline | Action and links | Tick when  completed |
| **Pharmacy Profile Update** | Contractual | **30th September 2024**  **31st Dec 2024** | Ensure your Directory of Services and NHS website profiles are up to date by updating your [NHS Profile Manager](https://organisation.nhswebsite.nhs.uk/) once each quarter.  **The deadline for this quarter is 30th September 2024**  **The next quarter starts on 1st October and ends on 31st December 2024** |  |
| **PharmOutcomes PostEvent Messaging**  **(PEMs)** | Contractual | **30th September 2024** | Contractors have received emails regarding suppressed Post Event Messaging (PEMs) held in PharmOutcomes, related to completed clinical consultations, which have not been sent.    The email details the actions that contractors are required to take including the completion of an audit form on PharmOutcomes “**NHS CM Assurance - Post-Event Messaging Issue”**  **PharmOutcomes system check is required by 30th September and action by 30th Sept BP notifications or 31st Oct other notifications** |  |
| **COVID / Flu** | Service Delivery | **3rd October** | **COVID-19:** Vaccination of [all eligible groups](https://cpe.org.uk/our-news/nhs-england-confirms-details-on-c-19-and-flu-2024-25-vac-programmes/) can start under the autumn/winter 2024/25 COVID-19 Vaccination Service.  **Flu:**Vaccination of [**all eligible groups**](https://cpe.org.uk/our-news/flu-vac-start-date-will-be-3rd-oct/) can start under the 2024/25 Flu Vaccination Service (pregnant women could be vaccinated from 1st September 2024). |  |
| **MYS - Unplanned Closures** | Contractual | **Ongoing** | The Terms of Service require NHS community pharmacy owners to have a **business continuity plan for temporary suspensions** due to illness or other reasons beyond their control and to action the plan when necessary. Notifications of unplanned temporary suspensions of services (closures) can now be made via the [**Manage Your Service (MYS) portal**](https://manage-your-service-pharmacy.nhsbsa.nhs.uk/nhs-prescription-services-submissions/login). Find out more [**here**](https://cpe.org.uk/our-news/new-mys-route-for-temporary-suspensions-notifications/) |  |
| **Pharmacy First** | Service Income | **October 2024** | CPE have announced that the activity threshold for clinical pathway consultations for October 2024 will remain at 20 for October. It was scheduled to increase to 30. You therefore have to provide a minimum of 20 consultations, that pass the gateway point, to be eligible for the £1,000 monthly payment.   * Access the new Pharmacy First Top Tips from VirtualOutcomes [here](https://halton-st-helens-knowsley.communitypharmacy.org.uk/our-news/pharmacy-first-top-tips/).   Access the new CPE Pharmacy First myth-busting [here](https://cpe.org.uk/our-news/pharmacy-first-myth-busting-series-3/). |  |
| **VirtualOutcomes** | Workforce Training | **Ongoing** | See the latest FREE online course - [Equality Act and multi-compartmental compliance aids Myths and Facts](https://mcusercontent.com/50ebb27dcd09a53230a28d990/files/51404fb5-3f9b-6aa8-67ed-79a9fa62a8c1/Myths_and_facts_of_the_Equality_Act_and_MCAs_.pdf) |  |

**Regular Tasks**

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

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| --- | --- | --- | --- | --- |
| 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:   * 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 30days) to avoid your account being deleted. Further information is available [here](https://psnc.org.uk/our-news/nhsmail-changes-keeping-your-account-active/). |  |
| **Local Services** | Pharmacy income | **By the 5th** | Please claim all your locally commissioned services by the 5th of the month. |  |
| **VirtualOutcomes** | Workforce training | **Ongoing** | A new module will be released every month. Access [here.](https://www.virtualoutcomes.co.uk/pharmacy-training/) |  |

**If you require support:**

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