Deadline Tracker January 2025

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 |
| **Christmas Opening Hours** | Pharmacy Contract | **Ongoing** | Christmas Opening Hours are now published on [our website.](https://halton-st-helens-knowsley.communitypharmacy.org.uk/a-c/bank-holiday-and-rota-information/) |  |
| **Pharmacy Profile Update** | Contractual | **31st December 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/)   * The deadline for this quarter is 31st December 2024 but **we encourage you to do this as soon as possible**. |  |
| **PNA Contractor Survey** | Pharmacy Business | **January 2025** | The PNA contractor survey will be released wc 6th January 2025 via PharmOutcomes.   * Please complete as soon as possible to protect your business * If you’re part of a multiple, please check with your head office as they may want to complete it centrally |  |
| **Original Pack Dispensing** | Pharmacy Regulations | **January 2025** | From 1st January 2025, [amendments made to the pharmacy regulations](https://cpe.org.uk/our-news/amendments-to-pharmacy-regulations-to-introduce-opd-10-dispensing/) state that the supervising pharmacist **must consider** dispensing up to 10% more or less than the prescribed quantity.   * Watch the webinar [here](https://cpe.org.uk/our-work/updates-events/our-webinars/original-pack-dispensing-opd-webinar/) * Resources are available [here](https://cpe.org.uk/our-news/explained-the-introduction-of-original-pack-dispensing/) |  |
| **Pharmacy First** | Service Income | **January 2025** | [Changes to the Pharmacy First payment thresholds have been made for the rest of the year.](https://cpe.org.uk/our-news/pharmacy-first-further-changes-to-monthly-targets/) **The threshold for January is 25.** A minimum of 20 consultations are to be completed to pass the gateway point to be eligible for the £1,000 monthly payment. |  |
| **Advance Services Bundling** | Service Income | **31st March 2025** | From the 31st March 2025, community pharmacies must deliver a bundle of services to qualify for the monthly £1,000 payment. This includes:   * Pharmacy Contraception Service * Hypertension Case Finding Service * Pharmacy First |  |

**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 all referral services. |  |
| **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](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.