

## Deadline Tracker December 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
<b>Christmas Opening Hours</b>	Pharmacy Contract	<b>Ongoing</b>	Christmas Opening Hours will be published on our website when available.	
<b>Workforce Survey</b>	Contractual	<b>11<sup>th</sup> December 2024</b>	NHSE 2024 Community Pharmacy Workforce Survey is now open. <b>This is a mandatory requirement for all pharmacy owners and will close at midnight on 11th December 2024.</b> <ul style="list-style-type: none"> <li>Find out how to complete the survey <a href="#">here</a></li> </ul>	
<b>Central Procurement for Flu Vaccines</b>	Service Delivery	<b>17<sup>th</sup> December 2024</b>	Share your thoughts on the potential benefits of adopting centralisation of adult flu vaccine procurement and supply. <ul style="list-style-type: none"> <li>Complete the survey <a href="#">here</a></li> </ul>	
<b>Pharmacy Profile Update</b>	Contractual	<b>31<sup>st</sup> December 2024</b>	In preparation for Christmas, ensure your Directory of Services and NHS website profiles are up to date by updating your <a href="#">NHS Profile Manager</a> .  The deadline for this quarter is 31 <sup>st</sup> December 2024 but <b>we encourage you to do this as soon as possible.</b>	
<b>CPE: Funding &amp; Reimbursement Shorts</b>	Funding	<b>Ongoing</b>	Watch the new Funding & Reimbursement Shorts from CPE: Dispensing and Claiming SSPs <ul style="list-style-type: none"> <li>Watch the video <a href="#">here</a></li> </ul>	
<b>Pharmacy First</b>	Service Income	<b>December 2024</b>	<b><a href="#">Changes to the Pharmacy First payment thresholds have been made for the rest of the year. The threshold for December is 20.</a></b> A minimum of 20 consultations are to be completed to pass the gateway point to be eligible for the £1,000 monthly payment.	

## Regular Tasks

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

Subject	Requirement	Deadline	Action and links	Tick when completed
<b>PharmOutcomes</b>	Act now	<b>Ongoing</b>	Check PharmOutcomes a minimum of three times a day for all referral services.	
<b>NHS Mail</b>	Pharmacy IT	<b>Access regularly</b>	Ensure you access your personal NHS.net email regularly (at least once every 30 days) to avoid your account being deleted. <ul style="list-style-type: none"> <li>Further information is available <a href="#">here</a></li> </ul>	
<b>Local Services</b>	Pharmacy income	<b>By the 5<sup>th</sup></b>	Please claim all your locally commissioned services by the 5 <sup>th</sup> of the month.	

<b>VirtualOutcomes</b>	Workforce training	<b>Ongoing</b>	A new module will be released every month. <ul style="list-style-type: none"> <li>▪ Access <a href="#">here</a></li> </ul>	
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**If you require support:**

**Community Pharmacy Halton, St Helens & Knowsley**

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**Community Pharmacy Liverpool**

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**Community Pharmacy Sefton**

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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.