Deadline Tracker March 2025

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 |
| Patient-Led Ordering Feedback |  | Ongoing | We're requesting your feedback on the rollout of Patient Led Ordering. Your comments will help us resolve issues and inform future support.  [Click to complete the short form](https://psnc.us1.list-manage.com/track/click?u=5d9f31c035a7a4d650dffbed6&id=28d35df25d&e=13d0666a69) |  |
| CPE Pressures Survey |  | 28th February 2025 | Community Pharmacy England has launched its fourth annual Pressures Survey.  Complete the surveys here:   * Pharmacy Owners - [here](https://www.surveymonkey.com/r/5X3RVYQ) * Pharmacy Team – [here](https://www.surveymonkey.com/r/5X5JWL2) |  |
| Data Security and Protection (DSP) Toolkit |  | Ongoing | You can now watch the DSP Toolkit 2025 workshop on demand:  Watch [here](https://cpe.org.uk/our-news/data-security-and-protection-toolkit-2025-workshop-now-on-demand/) |  |
| Flu Vaccination Service 2024/25 | Service Delivery | 31st March 2025 | At the end of the day, remove any promotional materials for the Flu Vaccination Service (including any on your website) and ensure all staff are aware that the service has now finished for 2024/25. |  |
| Healthy Living Pharmacy (HLP) | Contractual | 31st March 2025 | Undertake at least one community engagement exercise per financial year on the promotion of healthy living which involves:   * Actively working in collaboration with other organisations to deliver pharmacy outreach and any locally commissioned services; and   Taking prevention and health promotion services beyond the pharmacy premises. Pharmacy outreach may be face to face and take services to people where they live or spend time or may be virtual events |  |
| Pharmacy First Service | Service Income | 31st March 2025 | Deadline for pharmacy owners who are delivering Pharmacy First to also deliver the Pharmacy Contraception Service and Hypertension Case-Finding Service to qualify for the monthly £1,000 fixed payment (as well as meeting the relevant consultation threshold). |  |
| NHS Profile Manager Update | Contractual | 31st March 2025 | 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 March 2025 but we encourage you to do this as soon as possible. |  |
| Pharmacy First | Service Income | March 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 March is 30. A minimum of 25 consultations are to be completed to pass the gateway point to be eligible for the £1,000 monthly payment. |  |
| CPPE: Contraception Service – Panel Discussion | Training | Feb & March 2025 | Following the recent Pharmacy Contraception Service workshops, a series of hour-long online panel discussions have been organised by CPPE & NHSE:   * Wednesday 26th February 2025 – 7pm * Wednesday 12th March 2025 – 7pm   Book [here](https://www.cppe.ac.uk/programmes/l/nhsphfrst-ew-01/) |  |
| CPE: Funding & Reimbursement Shorts | Funding | Ongoing | Watch the new Funding & Reimbursement Shorts from CPE:   * Watch the ‘FS’ endorsed prescriptions for free supply of sexual health treatments [here](https://cpe.org.uk/our-news/funding-reimbursement-shorts-fs-endorsed-prescriptions-for-free-supply-of-sexual-health-treatments/) * Watch the OPD short [here](https://cpe.org.uk/our-news/funding-reimbursement-shorts-original-pack-dispensing/) |  |
| Pharmacy First – Patient Feedback Request |  | Open until the end of 2025 | Ask your patient to give feedback on Pharmacy First to help inform service improvements.  Find out more [here](https://cpe.org.uk/our-news/pharmacy-owners-please-ask-your-patients-to-give-feedback-on-pharmacy-first/) |  |

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 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://cpe.org.uk/digital-and-technology/nhs-mail/)   Read our new briefing [here](https://greatermanchester.communitypharmacy.org.uk/wp-content/uploads/sites/118/2025/02/CPGM-NHSmail-briefing.pdf) |  |
| **Local Services** | Pharmacy income | By the 5th | Please claim all your locally commissioned services by the 5th of the month. |  |
| VirtualOutcomes | Training | Ongoing | View the new ‘Skin rashes in Children’ module [here](https://mcusercontent.com/50ebb27dcd09a53230a28d990/files/c702fa3b-3d07-d7ca-f3d5-4e09592071e8/Skin_Rashes_in_children_Module_1.pdf) |  |