

Deadline Tracker April 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 |
|---|------------------|---|---|---------------------|
| 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 | Each financial year, pharmacies must engage in at least one community engagement health promotion exercise activity by: <ul style="list-style-type: none"> Collaborating with other organisations for outreach and local services Extending health promotion beyond the pharmacy through in-person or virtual outreach See CPE HLP hub for more info | |
| Annual Complaints Report | Contractual | As soon as reasonably practicable after the end of 2024/25 | Pharmacy owners must send a copy of their <u>annual complaints report</u> to the local NHS contract management team. This is a mandatory requirement for all pharmacy owners | |
| 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) | |
| Pharmacy Profile Update | Contractual | 1st April – 30th June 2025 | Ensure your Directory of Services and NHS website profiles are up to date by updating your <u>NHS Profile Manager</u> <ul style="list-style-type: none"> The new quarter starts 1st April 2025 and ends on the 30th June 2025 but we encourage you to do this as soon as possible | |
| Pharmacy First – New caps introduced | Service Income | 1st April 2025 | These caps are based on the monthly average of Pharmacy First (clinical pathways) delivered during November 2024 to January 2025) <ul style="list-style-type: none"> Action: View your assigned Band and monthly cap on the NHS Business Services Authority website | |
| CPPE: Contraception Service | Training | 2nd April 2025 | CPPE are holding a face-to-face NHS Pharmacy Contraception Service: delivering effective consultations to initiate contraception event | |

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| | | | <ul style="list-style-type: none"> Book your place here | |
| Data Security and Protection (DSP) Toolkit | | Ongoing | You can now watch the DSP Toolkit 2025 workshop on demand: <ul style="list-style-type: none"> Watch here | |
| 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: <ul style="list-style-type: none"> Find out more here | |

Regular Tasks

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

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|------------------------|--------------------|------------------------------|--|---------------------|
| 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. <ul style="list-style-type: none"> Further information is available here | |
| Local Services | Pharmacy income | By the 5th | 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. <ul style="list-style-type: none"> Access here | |

If you require support:

Community Pharmacy Halton, St Helens & Knowsley

Helen Murphy (Chief Officer)

helen@hshk-lpc.org.uk

Tel: 07562 422909

Jess Bibby (Business Support Officer)

jess@hshk-lpc.org.uk

Tel: 07925 968844

David Barker (Engagement Officer)

david@hshk-lpc.org.uk

Tel: 07591 207923

Community Pharmacy Liverpool

Thomas Wareing (Engagement Officer)

Thomas@liverpool-lpc.org.uk Tel: 07517 105792

Community Pharmacy Sefton

Dr Lisa Manning (Chief Officer)

lisa@sefton-lpc.org.uk

Tel: 07912 043872

Jess Bibby (Business Support Officer)

admin@sefton-lpc.org.uk

Tel: 07925 968844

Edward Murphy (Engagement Officer)

edward@sefton-lpc.org.uk

Tel: 07360 022183

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.