

## Deadline Tracker January 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>Pharmacy First Service</b>	Service Delivery	Launches 31 <sup>st</sup> January 2024	<p>The expected launch date of the new Pharmacy First Service is 31<sup>st</sup> January 2024 subject to the appropriate digital systems being in place.</p> <ul style="list-style-type: none"> <li>Read the latest updates and briefings on the Community Pharmacy England Pharmacy First <a href="#">webpage</a></li> <li>Download the service specification and pathways <a href="#">here</a></li> <li>Download the draft PGDs &amp; Protocol <a href="#">here</a></li> <li>Check our newsletters for details of locally arranged training</li> </ul> <p>Please contact us if you require any advice or support.</p>	
<b>Community Pharmacy England Webinars</b>	Service Delivery	Act now	<p>CPE have launched a series of webinars to support delivery of:</p> <ul style="list-style-type: none"> <li>Pharmacy First</li> <li>The Hypertension Case Finding Service (3<sup>rd</sup> Jan)</li> <li>The Pharmacy Contraception Service (10<sup>th</sup> Jan)</li> </ul> <p>Book you place or watch on demand <a href="#">here</a></p>	
<b>VirtualOutcomes</b>	Pharmacy Training	Act now	<p>Access the new modules for Hypertension Case Finding Service and the Pharmacy Contraception Service from our <a href="#">website</a>.</p> <p>New modules to support Pharmacy First will be launched in the new year.</p>	
<b>Christmas Rota / Opening Times</b>	Contractual	Act now	<p>Details of the pharmacies directed to open across Cheshire &amp; Mersey can be downloaded from the <a href="#">Community Pharmacy Halton, St Helens &amp; Knowsley website</a>.</p>	
<b>Pharmacy Profile Update</b>	Contractual	31 <sup>st</sup> December 2023	<p>Ensure your Directory of Services and NHS website profiles are up to date by updating your <a href="#">NHS Profile Manager</a> once each quarter.</p> <p>The deadline for this quarter is 31<sup>st</sup> December 2023, however we recommend that the update is completed ahead of the Christmas break.</p>	
<b>Pharmacy Quality Scheme: Gateway Criteria</b>	Pharmacy Income	See linked date summary	<p>You must have delivered a minimum of 15 NMS between 1<sup>st</sup> April 2023 and 31<sup>st</sup> December 2023 and have claimed for them by 5<sup>th</sup> January 2024 to meet the gateway criteria.</p>	
<b>Pharmacy Quality Scheme: Supporting Information</b>	Pharmacy Income	See linked date summary	<p>Full PQS details are available on the <a href="#">NHSBSA website</a></p> <ul style="list-style-type: none"> <li>Access the VirtualOutcomes PQS briefing <a href="#">here</a></li> <li>Download a summary of important dates <a href="#">here</a></li> </ul>	

## 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	Ongoing	Check PharmOutcomes a minimum of three time a day for referrals for the following services: <ul style="list-style-type: none"> <li>▪ The Community Pharmacy Consultation Service (GP and 111 pathways)</li> <li>▪ The Discharge Medicines Service</li> <li>▪ The Hypertension Case Finding</li> <li>▪ The Smoking Cessation service</li> </ul>	
<b>NHS Mail</b>	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 <a href="#">here</a> .	
<b>Local Services</b>	Pharmacy income	By the 5 <sup>th</sup>	Please claim all your locally commissioned services by the 5 <sup>th</sup> of the month.	
<b>VirtualOutcomes</b>	Workforce training	Ongoing	A new module will be released every month. Access <a href="#">here</a> .	
<b>LPC Mailing List</b>	Pharmacy Mailing List	Ongoing	Encourage your locums to join the LPC mailing list to ensure they are up to date with the rapidly changing pharmacy environment.	

### If you require support:

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

Louise Gatley (Chief Officer – Job Share)

[louise@hshk-lpc.org.uk](mailto:louise@hshk-lpc.org.uk)

Tel: 07515 285178

Helen Murphy (Chief Officer – Job Share)

[helen@hshk-lpc.org.uk](mailto:helen@hshk-lpc.org.uk)

Tel: 07562 422909

Joe Clarke (Business Support Officer)

[joe@hshk-lpc.org.uk](mailto:joe@hshk-lpc.org.uk)

Tel: 07958 774715

David Barker (Engagement Officer)

[david@hshk-lpc.org.uk](mailto:david@hshk-lpc.org.uk)

Tel: 07591 207923

#### Community Pharmacy Liverpool

David Barker (Engagement Officer)

[david@liverpool-lpc.org.uk](mailto:david@liverpool-lpc.org.uk)

Tel: 07591 207923

#### Community Pharmacy Sefton

Dr Lisa Manning (Chief Officer)

[lisa@sefton-lpc.org.uk](mailto:lisa@sefton-lpc.org.uk)

Tel: 07912 043872

Sara Davies (Service & Engagement Support Officer)

[sara@sefton-lpc.org.uk](mailto:sara@sefton-lpc.org.uk)

Tel: 07703 689998

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