

Deadline Tracker April 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
Pharmacy First	Funding	31 st March 2024	<p>The deadline to have delivered a minimum of 5 Pharmacy First clinical pathway consultations that cross the Gateway point is 11.59pm on 31st March 2024.</p> <p>If you have not delivered a minimum of five of these consultations by this date the £2,000 initial fixed payment will be recovered.</p>	
Pharmacy First: Requirement to have an otoscope from 1st April 2024	Service Delivery	1 st April 2024	<p>The deadline for having an otoscope to use within the acute otitis media pathway and to start providing this pathway is 1st April 2024 (this does not apply to distance selling pharmacies as they cannot provide this pathway).</p> <p>Find out more on the CPE website.</p>	
Hypertension Case Finding	Funding	31 st March 2024	<p>The Deadline to have achieved the incentive fee threshold for 2023/24 (need to provide 20 ABPMs between 1st April 2023 and 31st March 2024 to achieve the incentive fee) is the 31st March 2024.</p>	
Easter Opening Times & Rota Claim	Contractual	Act now	<p>The Cheshire and Mersey Easter Rota is available on the LPC website. Please check the website information and follow the instructions to check the DOS spreadsheet; update your pharmacy profile if needed.</p> <p>If you have been directed to open remember to complete the PharmOutcomes template (Directed Rota Claim Form) within 28 days of the date of the rota.</p>	
LFD service: New eligible patient groups	Service Delivery	1 st April 2024	<p>From 1st April 2024 additional patient groups will be eligible to access the LFD service, as well as those previously eligible for the service.</p> <p>Full details are available on the CPE website.</p>	
Community Pharmacy Pressures Survey	Pharmacy Pressures	2 nd April 2024	<p>Community Pharmacy England has launched its third annual Pressures Survey, and they want to hear directly from everyone who owns or works in a community pharmacy.</p> <p>Find out more and complete the surveys on the CPE website.</p>	
Annual Complaints Report	Contractual	As soon as reasonably practicable after the end of 2023/24	<p>Pharmacy owners must send a copy of their annual complaints report to the local NHS team as soon as reasonably practicable after the end of the year to which the report relates.</p> <p>Send your report to: ENGLAND.CMPharmacy@nhs.net</p>	
DSP Toolkit	Contractual	30 th June 2024	<p>The deadline for community pharmacy contractors to complete the 2023/24 Data Security and Protection Toolkit is 30th June 2024.</p> <ul style="list-style-type: none"> ▪ Read the CPE guidance here ▪ Watch the CPE webinar here 	

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 referrals for the following services: <ul style="list-style-type: none"> ▪ The Pharmacy First Service ▪ The Discharge Medicines Service ▪ The Hypertension Case Finding ▪ The Contraception Service ▪ The Smoking Cessation service 	
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 .	
Local Services	Pharmacy income	By the 5 th	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. Access here .	
Pharmacy Profile Update	Contractual	31 st June 2024	Ensure your Directory of Services and NHS website profiles are up to date by updating your NHS Profile Manager once each quarter. The deadline for this quarter is 31 st June 2024.	
LPC Mailing List	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)
 Helen Murphy (Chief Officer – Job Share)
 Joe Clarke (Business Support Officer)
 David Barker (Engagement Officer)

louise@hshk-lpc.org.uk
helen@hshk-lpc.org.uk
joe@hshk-lpc.org.uk
david@hshk-lpc.org.uk

Tel: 07515 285178
 Tel: 07562 422909
 Tel: 07958 774715
 Tel: 07591 207923

Community Pharmacy Liverpool

David Barker (Engagement Officer)

david@liverpool-lpc.org.uk

Tel: 07591 207923

Community Pharmacy Sefton

Dr Lisa Manning (Chief Officer)
 Sara Davies (Service & Engagement Support Officer)

lisa@sefton-lpc.org.uk
sara@sefton-lpc.org.uk

Tel: 07912 043872
 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.