

Deadline Tracker June 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
Late May Bank Holiday Opening Times	Contractual	Act now	Details of the pharmacies directed to open across Cheshire & Mersey are now available on the LPC website .	
NW Webinar Save the date	Service Delivery	26th June 2024	<ul style="list-style-type: none"> Are you concerned you won't meet the increased threshold criteria for PF? Do you need suggestions on how best to engage with your local surgeries? Do you want to use your whole pharmacy team to support service delivery? <p>Then save the date for the NW webinar of the evening on the 26th of June which will cover this and much more. Further details and booking information will be sent soon.</p>	
Pharmacy First	Service Income	From 1 st May 2024	The activity threshold of clinical pathway consultations remains at 10 per month from June 2024. This means you have to provide a minimum of 10 consultations that pass the gateway point to be eligible for the £1,000 monthly payment.	
Pharmacy Advice audit	Pharmacy Funding	From 3 rd June 2024	<p>This audit from CPE will help demonstrate how pharmacies are supporting their communities every day and will gather critical evidence in funding discussions with Government and the NHS.</p> <p>Find out more and access the guidance and audit template here.</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 	
Pharmacy Profile Update	Contractual	30th June 2024	<p>Ensure your Directory of Services and NHS website profiles are up to date by updating your NHS Profile Manager once each quarter.</p> <p>The deadline for this quarter is 31st June 2024.</p>	
May Bank Rota Claim	Contractual	Act now	If you were directed to open on one of the May Bank Holidays, remember to complete the PharmOutcomes template (Directed Rota Claim Form) within 28 days of the date of the rota.	
HCF Reminder #2	Service Delivery	Read now	Read the latest article to help pharmacy teams to maximise the potential of the Hypertension Case-finding Service here .	
VirtualOutcomes	Workforce training	Ongoing	<p>Access the latest modules from VirtualOutcomes here.</p> <p>The latest topics include:</p> <ul style="list-style-type: none"> Eczema: Course Flyer Acne: Course Flyer Fungal Infections: Course Flyer <p>Access the full list of training diary here.</p>	

CPE Shorts	Contractor funding	Watch now	CPE have launched a series of short digital guides to help you understand more about common funding and reimbursement topics. The first guide on handling prescriptions with supplementary product information can be accessed here .
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 . Please remember that NHSmail set to make multi-factor authentication mandatory. Find out more 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 time 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 	
Local Services	Pharmacy income	By the 5 th	Please claim all your locally commissioned services by the 5 th of the month.	

If you require support:

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Helen Murphy (Chief Officer – Job Share)
Joe Clarke (Business Support Officer)
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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.