

Deadline Tracker November 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
Full CPAF Questionnaire	Contractual	31 st October 2024	The full CPAF survey monitoring pharmacy contractors' compliance in 2023/24 is available to complete until 31st October 2024 . Only those selected to complete the survey are required to do so. Completion is mandatory and NHS BSA will contact you.	
Workforce Survey	Contractual	11 th December 2024	NHS England's 2024 Community Pharmacy Workforce Survey is now open. <u>This is a mandatory requirement for all pharmacy owners and will close at midnight on 11th December 2024.</u> Find out how to complete the survey here	
Pharmacy Profile Update	Contractual	31 st December 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 December 2024 but <u>we encourage you to do this as soon as possible.</u>	
Economic Analysis Survey	Pharmacy income	9 th November 2024	Community Pharmacy owners are invited to share data to inform an important fiscal review of the sector. Providing a robust evidence base will be of critical importance to future CPCF negotiations. Click here to find out further information and how to register your interest.	
Pharmacy First	Service Income	November 2024	Changes to the Pharmacy First payment thresholds have been made for the rest of the year. The threshold for November is 20. A minimum of 20 consultations are to be completed to pass the gateway point to be eligible for the £1,000 monthly payment. <ul style="list-style-type: none"> Access the new Pharmacy First Top Tips from VirtualOutcomes here. Access the new CPE Pharmacy First myth-busting here. 	
Contraception training	Workforce training	13 th November 2024	CPPE and the Cheshire and Merseyside LPCs will be running an evening Contraception Service training event at the Adelphi Hotel, Liverpool on 13 th November. Places are limited and can be booked here . Keycode: NHSPCS01	

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 	
NHS Mail	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 here .	
Local Services	Pharmacy income	By the 5th	Please claim all your locally commissioned services by the 5th of the month.	
VirtualOutcomes	Workforce training	Ongoing	A new module will be released every month. Access here .	

If you require support:

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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.