

Deadline Tracker December 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
Christmas Opening Hours	Pharmacy Contract	Ongoing	Christmas Opening Hours will be published on our website when available.	
Workforce Survey	Contractual	11th December 2024	NHSE 2024 Community Pharmacy Workforce Survey is now open. This is a mandatory requirement for all pharmacy owners and will close at midnight on 11th December 2024. <ul style="list-style-type: none"> Find out how to complete the survey here 	
Central Procurement for Flu Vaccines	Service Delivery	17th December 2024	Share your thoughts on the potential benefits of adopting centralisation of adult flu vaccine procurement and supply. <ul style="list-style-type: none"> Complete the survey here 	
Pharmacy Profile Update	Contractual	31st December 2024	In preparation for Christmas, ensure your Directory of Services and NHS website profiles are up to date by updating your NHS Profile Manager <p>The deadline for this quarter is 31st December 2024 but we encourage you to do this as soon as possible.</p>	
CPE: Funding & Reimbursement Shorts	Funding	Ongoing	Watch the new Funding & Reimbursement Shorts from CPE: Dispensing and Claiming SSPs <ul style="list-style-type: none"> Watch the video here 	
Pharmacy First	Service Income	December 2024	Changes to the Pharmacy First payment thresholds have been made for the rest of the year. The threshold for December 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.	

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 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:

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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.