

Deadline Tracker for September 2022

If you are part of a pharmacy group or multiple, please liaise with your company managers/head office.

Subject	Requirement	Deadline	Action and links	Tick when completed
Christmas and New Year opening	Contractual Requirement	Complete by the 24th September 2022	<p>Please note that New Year's Day (Sunday 1st January 2023) is a normal working day for community pharmacy opening hours. If the hours that the pharmacy wishes to close early are supplementary hours, then notice of that intention should be given at least three months in advance. If they are core hours, then an application is needed, and the contractor would have to satisfy NHS England that there have been changes to the needs of people in the area, otherwise the application is likely to be refused.</p> <p>If contractors want to reduce their hours, for example, to close early on Christmas Eve, they must give notice to NHS England at least three months in advance, unless NHS England agrees otherwise. Therefore, the last day to give notice for 24th December, for any guaranteed reduction in supplementary hours, is on 24th September and NHS England must receive the notification, for example, by email, on or before that date. Unless you have notified NHS England of changes to your supplementary hours at least three months before the date, or applied successfully for amendment of core hours, you are unlikely to be able to close early.</p>	
DOS pharmacy hours	Contractual Requirement	Complete by 30th September 2022	<p>Pharmacy contractors must ensure there is a comprehensive and accurate profile for their pharmacy in the Directory of Services (DoS). Contractors must also ensure they verify and, where necessary, update the information contained in each page of the DoS at least once each quarter of the financial year. The financial quarters are:</p> <ul style="list-style-type: none"> • 1st April to 30th June • 1st July to 30th September • 1st October to 31st December • 1st January to 31st March <p>Reminder of the new NHS Profile Manager tool for updating DoS & NHS website</p>	
NHS Website profile	Contractual Requirement	Complete by 30th September 2022	<p>Ensure the NHS.uk website pharmacy profile is comprehensive and accurate. Verify and, where necessary, update the information contained in the profile at least once each quarter. The financial quarters are:</p> <ul style="list-style-type: none"> • 1st April to 30th June • 1st July to 30th September • 1st October to 31st December • 1st January to 31st March 	

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Free Health Champion Training	Contractual Requirement		The Health Education England (HEE) South East Schools of Public Health and the HEE South School of Pharmacy are working with the South East LPCs in offering fully funded Health Champion training provided by the award-winning HLP specialists Pharmacy Complete. Currently you can book and get trained up to three health champions per pharmacy. More info can be found on our website here . To book a training place register here .	
Summary of payments including claiming deadlines	Pharmacy Income	At different dates please follow the summary to make claims	A summary of payment claiming deadlines can be found here .	
Serious Shortage Protocols (SSPs)	Dispensing		Active SSPs Can be found here .	

For further advice and support from Community Pharmacy Surrey & Sussex Team

Please contact us by Email to LPC@communitypharmacyss.co.uk; Call us on **01372 417726**;
Direct Message us on Twitter [@CPSS LPCs](#) Or visit our website www.communitypharmacyss.co.uk

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