

Deadline Tracker for April 2024

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
Lateral Flow Testing Service	Pharmacy Income	Starts from 1 st April 2024	<p>Additional patient groups are eligible to access the service from today.</p> <p>If you are providing the service and not already done so, read the updated service specification, update your standard operating procedure, if applicable and brief the pharmacy team on the changes.</p>	
Annual Complaints Report	Contractual Requirement	As soon as practicable after end of 23/24	<p>Pharmacy owners must send a copy of their annual complaints report to the local NHS contract management team as soon as reasonably practicable after the end of the year to which the report relates. An email will be sent to the pharmacy shared email address on how to send this information back to them in April.</p> <p>This is a mandatory requirement for all pharmacy owners.</p>	
Data Security and Protection Toolkit	Contractual Requirement	Complete by 30 th June 2024	<p>Community Pharmacy England has published new guidance to help pharmacy owners complete the 2023/24 Data Security and Protection Toolkit. The Toolkit is used to make a pharmacy's information governance (IG) declaration and must be completed by Friday 30th June 2024.</p> <p>We recommend that you log in to the Toolkit as soon as possible and begin reviewing the CPE guidance documents here.</p>	
NHS Profile Manager	Contractual Requirement	Complete by 30 th June 2024	<p>Ensure the DoS and NHS.uk website pharmacy profile is comprehensive and accurate by updating via the NHS Profile Manager. 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 <p>Reminder of the new NHS Profile Manager tool for updating DoS & NHS website.</p>	

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**;
Or visit our website www.communitypharmacyss.co.uk

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