

Deadline Tracker for May 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
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 has been sent to the pharmacy shared email address on how to send this information back to them in April. If you need a copy of the email contact us at lpc@communitypharmacyss.co.uk</p> <p>This is a mandatory requirement for all pharmacy owners.</p>	
Prescription charge	Contractual Requirement	From 1 st May 2024	<p>Prescription charges will rise to £9.90 on 1st May 2024. Download a copy of the poster and find out more here.</p>	
Pharmacy First	Pharmacy Income	From 1 st May 2024	<p>Pharmacy First: The activity threshold of clinical pathway consultations increases to a minimum of 10 clinical pathways per month. This means pharmacy owners have to provide a minimum of 10 consultations that pass the gateway point (as detailed in the clinical pathways) in May 2024 to be eligible for the £1,000 monthly payment. This target also applies to June 2024 and July 2024.</p> <p>Ensure pharmacy team members are aware of the increase in activity threshold and discuss actions that can support the team to reach the increased target.</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 30th June 2024	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: <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 .	
MHRA Drug Safety Newsletter	Dispensing		Download the monthly newsletter 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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