

Deadline Tracker for July 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
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 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>	
CPAF screening questionnaire 2024/25	Contractual Requirement	Between 1st July and 11.59pm on 31st July 2024	<p>Pharmacy owners are required to complete the 2024/25 CPAF screening questionnaire.</p> <p>This is a mandatory requirement for all pharmacy owners.</p> <p>Action: Pharmacy owners who use the NHSBSA Manage Your Service (MYS) portal should complete the questionnaire on the portal during the required time period. Those who are not yet signed up to MYS will be able to complete the questionnaire online.</p>	
Pharmacy First	Pharmacy Income	From 1 st May to end of July 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>	
NHS Profile Manager	Contractual Requirement	Complete by 30 th September 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</p>	

			<p>contained in the profile at least once each quarter. The financial quarters are:</p> <ul style="list-style-type: none"> • 1st July to 30th September • 1st October to 31st December • 1st January to 31st March • 1st April to 30th June <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@communitypharmacys.co.uk; Call us on **01372 417726**;
Or visit our website www.communitypharmacys.co.uk

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