

Deadline Tracker for November 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
CPAF long questionnaire (selected pharmacies only)	Contractual Requirement	Complete by 11.59pm on the 31st October 2024	<p>For pharmacy owners who have been contacted directly by the NHS Business Services Authority (NHSBSA) that their pharmacy must complete the full Community Pharmacy Assurance Framework (CPAF).</p> <p>The full CPAF survey is available and users of the NHSBSA's Manage Your Service (MYS) portal will be able to complete the survey via their MYS login. This will be available until 11.59pm on 31st October 2024</p> <p>This is a mandatory requirement for selected pharmacy owners and the results will form the basis for pharmacies will be considered for a CPAF visit.</p>	
Christmas and New Year Opening Hours changes	Contractual Requirement	Complete by 18th November 2024 for Christmas week	<p>Pharmacy owners who want to change their supplementary opening hours over the Christmas and New Year period are required by their terms of service to notify the relevant ICB via frimleyicb.southeastcommunitypharmacy@nhs.net.</p> <p>If a pharmacy owner wants to:</p> <ul style="list-style-type: none"> • increase supplementary opening hours at the pharmacy, notification of the change must be given to the ICB in advance of the increase but there is no notice period. • decrease supplementary opening hours at the pharmacy, at least five weeks' notice must be given to the ICB prior to implementing the change. <p>Pharmacy owners are encouraged to give the ICB as much notice of changes as they can of any changes to supplementary opening hours.</p> <p>There is a template notification form for example, Annex 9 – notification of a decrease in the total number of supplementary opening hours – complete as one-off change.</p> <p>Pharmacy owners have the right to change supplementary opening hours so long as the</p>	

			<p>required notice/notification is given. This is not an application process and there is no requirement for an ICB to approve or grant changes to supplementary opening hours.</p> <p>Using the NHS Profile Manager tool, pharmacy owners will need to update their opening hours in their NHS website profile and their Directory of Services (DoS) profile, to reflect their changed opening hours.</p>	
Workforce Survey 2024	Contractual Requirement	Complete by 11.59pm on the 11 th December 2024	<p>News story published announcing that the 2024 mandatory workforce survey is now open for pharmacy owners to complete.</p> <p>This is a mandatory requirement for all pharmacy owners.</p> <p>The NHSBSA has sent emails to pharmacies asking them to complete the online survey. For those pharmacies that do not receive an email from the NHSBSA, such as multiple pharmacy groups, it is likely your head office will submit data on their behalf, but if there is any doubt, check with head office.</p> <p>Complete the survey and ensure this is done by midnight on 11th December 2024.</p> <p>Guidance on how to complete the Workforce Survey</p> <p>Frequently Asked Questions on the survey</p>	
NHS Profile Manager	Contractual Requirement	Complete by 31st December 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 October to 31st December • 1st January to 31st March • 1st April to 30th June • 1st July to 30th September <p>Reminder of the new NHS Profile Manager tool for updating DoS & NHS website.</p> <p>Note the NHS Terms of Service require pharmacy owners to check that their opening hours, contact information, facilities and services information are up to date for each profile, each financial quarter. Check that each module is marked as verified even if no change is required to the information. All boxes must be ticked in the NHS profile</p>	

			Manager otherwise it will be marked as incomplete. The facilities section is the profile most often missed for confirmation.	
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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