

## Deadline Tracker for December 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
Workforce Survey 2024	<b>Contractual Requirement</b>	<b>Complete by 11.59pm on the 11<sup>th</sup> December 2024</b>	<p>News story <a href="#">published</a> announcing that the 2024 mandatory workforce survey is now open for pharmacy owners to complete.</p> <p><b>This is a mandatory requirement for all pharmacy owners.</b></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. Complete the survey and ensure this is done by midnight on 11th December 2024.</p> <p><a href="#">Guidance on how to complete the Workforce Survey</a></p> <p><a href="#">Frequently Asked Questions on the survey</a></p>	
Sussex End of Life (Palliative Care) Service	<b>Pharmacy Income</b>	<b>Complete by 11.59pm on the 11<sup>th</sup> December 2024</b>	<p><b>For Sussex End of Life service pharmacies only</b></p> <p>The return of stock reporting information on a quarterly basis is a requirement of the LCS. Failure to return the stock reporting information by the deadlines may lead to a suspension of payment for any activities undertaken as part of the service until such time the required audit(s) is received.</p> <p>The stock reporting for quarter 3 is now due (as per the service specification) and email sent on the 29<sup>th</sup> November, please return your quarterly stock check form to <a href="mailto:sxicb.mot-admin@nhs.net">sxicb.mot-admin@nhs.net</a> by 11<sup>th</sup> December 2024.</p>	
NHS Profile Manager	<b>Contractual Requirement</b>	<b>Complete by 31st December 2024</b>	<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"> <li>1st October to 31st December</li> </ul>	

			<ul style="list-style-type: none"> <li>• 1st January to 31st March</li> <li>• 1st April to 30th June</li> <li>• 1st July to 30th September</li> </ul> <p>Reminder of the new <a href="#">NHS Profile Manager tool for updating DoS &amp; NHS website.</a></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 Manager otherwise it will be marked as incomplete. The facilities section is the profile most often missed for confirmation.</p>	
Summary of payments including claiming deadlines	<a href="#">Pharmacy Income</a>	At different dates please follow the summary to make claims	A summary of payment claiming deadlines can be found <a href="#">here.</a>	
Serious Shortage Protocols (SSPs)	<a href="#">Dispensing</a>		Active SSPs Can be found <a href="#">here.</a>	
MHRA Drug Safety Newsletter	<a href="#">Dispensing</a>		Download the monthly newsletter <a href="#">here.</a>	

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

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