

Deadline Tracker for February 2025

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
Pharmacy Contraception Service	Optional	Limited places available – sign up as soon as possible	<p>CPPE and CPSS – NHS Pharmacy Contraception Service – face to face workshop to support the delivery of effective consultations.</p> <p>Thursday 13th February 2025 19:15 to 21:15 – Silvermere Golf Club. Click here to sign up.</p>	
Pharmacy Pressure Survey	Optional	Complete by 28 th February 2025	<p>Please complete the pharmacy pressures survey as this is one of many data sources that Community Pharmacy England uses to make this case to Government and the NHS, and it is a powerful tool for influencing policy makers.</p> <p>The two separate surveys are:</p> <p>Click HERE Pharmacy Business Owners/Head Office Representatives</p> <p>This survey covers the pressures being experienced by businesses, focusing on the overall running of the pharmacy, including financial and staffing pressures. Please note that <u>only one representative from each pharmacy business</u> should complete this survey – please check this is the case before doing so. Click here to view/download a copy of the questions.</p> <p>Click HERE Pharmacy Teams</p> <p>This survey covers the day-to-day pressures being experienced by pharmacy teams, including supply chain issues, patient interactions/experience, and staff morale. It can be answered by anyone working in a community pharmacy. Click here to view/download a copy of the questions</p> <p>If you are an independent pharmacy owner or any pharmacy owner who also works day-to-day in a pharmacy, you are welcome to complete both surveys, or you may prefer to complete the owners' survey and encourage your team members to complete the team survey.</p>	

Foundation Trainee Pharmacist Recruitment 2026–27	Optional	Complete by 11.59pm on 1 st March 2025	<p>NHS England has announced that employer registration for the 2026–27 foundation training year via their England National Recruitment Scheme (Oriol), is now open. The National Recruitment Scheme is the only route for employing a foundation trainee pharmacist; employers cannot recruit foundation trainee pharmacists directly.</p> <p>Registration closes at 23:59 on 1st March 2025. For full details, including the registration form and a comprehensive Employer Handbook, please visit the National Recruitment Scheme website.</p>	
NHS Profile Manager	Contractual Requirement	Complete by 31st March 2025	<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 January to 31st March • 1st April to 30th June • 1st July to 30th September • 1st October to 31st December <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 Manager otherwise it will be marked as incomplete. The facilities section is the most often missed profile for confirmation.</p>	
Pharmacy Clinical Audit	Contractual Requirement	Complete by 31st March 2025	<p>Deadline for having completed the pharmacy owner–chosen clinical audit.</p> <p>This is a mandatory requirement for all pharmacy owners.</p>	
Healthy Living Pharmacy	Contractual Requirement	Complete by 31st March 2025	<p>Deadline for undertaking a community engagement exercise (at least one must be undertaken per financial year) on the promotion of healthy living, which involves:</p> <ul style="list-style-type: none"> • Actively working in collaboration with other organisations to deliver pharmacy outreach and any locally commissioned services; and • Taking prevention and health promotion services beyond the pharmacy premises. Pharmacy outreach may be face to face and take services to people where they 	

			live or spend time or may be virtual events.	
Data Security and Protection Toolkit	Contractual Requirement	Complete by 30th June 2025	<p>Community Pharmacy England has published new guidance to help pharmacy owners complete this year's 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 2025.</p> <p>CPE collaborated with the NHS Toolkit team to keep the workload associated with Toolkit completion manageable whilst maintaining the appropriate data security protections. The updated Toolkit includes a new question on multi-factor authentication for clinical IT systems, improved layout and question wording, pharmacy-specific tips, and pre-filled answers from previous submissions for easier updates.</p> <p>We recommend that you log in to the Toolkit as soon as possible and begin reviewing our guidance documents.</p> <p>Read more, including the guidance materials</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

Keeping you informed. Look out for:

- [View news archive](#)
- To sign up to the CPSS news roundup please click [here](#).
- To sign up to the CPE newsletter please click [here](#).
- To view Locally Commissioned service and Advanced Service information please click [here](#).

Disclaimer: *This guidance has been produced by Community Pharmacy Surrey and Sussex after reviewing all the information available to us. Every care has been taken in completion of the tracker, but no responsibility can be accepted for any error or consequence of such an error.*