

## Deadline Tracker for January 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 First	Pharmacy Income	From 1st January 2025	<p><b>Pharmacy First:</b> The activity threshold of clinical pathway consultations increases to a <b>minimum of 25 clinical pathways per month</b> (an <a href="#">announcement</a> was made on 14 October 2024 about this). This means pharmacy owners have to provide a <b>minimum of 25 consultations that pass the gateway point</b> (as detailed in the clinical pathways) in January 2025 to be eligible for the £1,000 monthly payment.</p> <p>Note this information is correct at the time of publishing the tracker on the 2<sup>nd</sup> January,</p>	
Extended FP34c submission	Pharmacy Income	End of 6 <sup>th</sup> January 2025 for December FP34C submission	<p>Extended FP34C submission deadline for December due to New Year bank holiday. Pharmacy owners have until the end of <b>6<sup>th</sup> January to submit their December FP34Cs</b> using the <a href="#">Manage Your Service (MYS) portal</a> and to dispatch their prescription bundle to the relevant pricing division at the NHS Business Services Authority (NHSBSA).</p>	
Pharmacy Contraception Service	Optional	Limited places available – sign up as soon as possible	<p><b>CPPE and CPSS – NHS Pharmacy Contraception Service</b> – face to face workshops to support the delivery of effective consultations.</p> <p>Sunday 9<sup>th</sup> February 09:30–11:30 – Sandman Signature London Gatwick Hotel. Click <a href="#">here</a> to sign up.</p> <p>Thursday 13<sup>th</sup> February 2025 19:15 to 21:15 – Silvermere Golf Club. Click <a href="#">here</a> to sign up.</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"> <li>• 1st January to 31st March</li> <li>• 1st April to 30th June</li> <li>• 1st July to 30th September</li> <li>• 1st October to 31st December</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>	
Pharmacy Clinical Audit	<a href="#">Contractual Requirement</a>	<b>Complete by 31st March 2025</b>	<p>Deadline for having completed the <a href="#">pharmacy owner-chosen clinical audit</a>.</p> <p><b>This is a mandatory requirement for all pharmacy owners.</b></p>	
Summary of payments including claiming deadlines	<a href="#">Pharmacy Income</a>	<b>At different dates please follow the summary to make claims</b>	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**

**Please contact us by** Email to [LPC@communitypharmacyss.co.uk](mailto:LPC@communitypharmacyss.co.uk); Call us on **01372 417726**;  
Or visit our website [www.communitypharmacyss.co.uk](http://www.communitypharmacyss.co.uk)

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