

## Deadline Tracker March 2025

If you are part of a pharmacy group or multiple, please liaise with your area managers/head office.

Subject	Requirement	Deadline	Action and links	Tick when completed
Pharmacy First	Pharmacy Income	Starts 1 <sup>st</sup> March 2025	The activity threshold of clinical pathway consultations increases to a <b>minimum of 30 clinical pathways per month</b> (an <a href="#">announcement</a> was made on 14th October 2024 about this). This means pharmacy owners have to provide a <b>minimum of 30 consultations that pass the gateway point</b> (as detailed in the clinical pathways) in March 2025 to be eligible for the £1,000 monthly payment.	
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 most often missed profile for confirmation.</p>	
Pharmacy Clinical Audit	Contractual Requirement	Complete by 31st March 2025	<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>	
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"> <li>• Actively working in collaboration with other organisations to deliver pharmacy outreach and any locally commissioned services; and</li> <li>• 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.</li> </ul>	

Flu Vaccination service	Pharmacy Income	Ends on 31 <sup>st</sup> March 2025	The 2024/25 Flu Vaccination Service ends. Check any promotional materials for the Flu Vaccination Service (including any on your website) have been removed and ensure all staff are aware that the service has now finished for 2024/25	
Data Security and Protection Toolkit	Contractual Requirement	Complete by 30 <sup>th</sup> 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 <b>by Friday 30th June 2025</b>.</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.  <a href="#">Read more, including the guidance materials.</a>  <a href="#">Watch the recorded workshop here.</a></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 <a href="#">here</a> .	
Serious Shortage Protocols (SSPs)	Dispensing		Active SSPs Can be found <a href="#">here</a> .	
MHRA Drug Safety Newsletter	Dispensing		Download the monthly newsletter <a href="#">here</a> .	

## Regular Tasks

The following tasks need to be completed on a daily / monthly basis:

Subject	Requirement	Deadline	Action & Links	Tick when completed
PharmOutcomes	Act now	Ongoing	Check PharmOutcomes a minimum of three times a day for all referral services.	
Local Services	Act now	By the 5 <sup>th</sup>	Please claim all your locally commissioned services by the 5 <sup>th</sup> of the month.	



For further advice and support from Community Pharmacy Surrey & Sussex Team please contact us.

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Call us on: **01372 417726**;

Or visit our website: [www.communitypharmacyss.co.uk](http://www.communitypharmacyss.co.uk).

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