

Deadline Tracker October 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
Flu Vaccination Service – all eligible groups	Pharmacy Income	From 1 st October 2025	<p>2025/26 Flu Vaccination Service – other eligible patients can now be vaccinated.</p> <p>Flu (Childhood): Vaccination of children can start under the 2025/26 Flu Vaccination Service for children aged 2–3 years.</p>	
Pharmacy First Updated Clinical Pathways	Pharmacy Income	From 1 st October 2025	<p>Pharmacy owners should start using the updated Pharmacy First clinical pathways, protocol and Patient Group Directions (PGDs) from 1st October 2025.</p> <p>To summarise the changes, CPSS have put together slides and a recording.</p> <p>These are the changes as highlighted by Community Pharmacy Surrey and Sussex for contractors' reference.</p> <p>Please note, it remains the responsibility of all clinicians delivering the service to ensure they have read and understood the changes. This is not an exhaustive list of the changes therefore clinicians will need to read the documents published by NHS England and ensure they are confident in providing the service, are practising safely and in line with the service specification.</p> <p>The slides can be found here. The recording can found here.</p>	
Mandatory Workforce Survey	Contractual Requirement	Complete by 11.59pm 21 st November 2025	<p>The 2025 survey contains the same questions as the 2024 survey, focusing on the number of staff, the number of full-time equivalents (FTE) and any vacancies in each of ten staff categories employed in community pharmacy.</p> <p>Pharmacy businesses can complete this mandatory requirement online or, if appropriate, submit data via their head office.</p> <p>Learn more about the survey and how to complete it</p>	
NHS Profile Manager	Contractual Requirement	Complete by 31st December 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 July to 30th September • 1st October to 31st December • 1st January to 31st March • 1st April to 30th June 	

			<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 Quality Scheme Claim Period	Pharmacy Income	Between 9am on 2nd February 2026 and 11.59pm on 27th February 2026	The final PQS claim declaration must be made between 9am on 2nd February 2026 and 11.59pm on 27th February 2026.	
PQS – Antimicrobial Stewardship Audit	Pharmacy Income	Last start date 3 rd February 2026	<p>PQS: The Antimicrobial Stewardship – Pharmacy First consultations clinical audit can be started from this date (the 2025/26 clinical audit can be conducted from 1st September 2025, last start date is the 3rd February to complete no later than 31st March 2026).</p> <p>More information here.</p>	
Pharmacy Quality Scheme Final Deadline	Pharmacy Income	31 st March 2026	<p>Deadline for ensuring the requirements of the quality criteria (excluding those that need to be met by the day of the declaration have been met).</p> <p>View the PQS 2025/26 hub page</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 .	

Regular Tasks

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

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

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

Email: LPC@communitypharmacyss.co.uk

Call us on: **01372 417726**;

Or visit our website: www.communitypharmacyss.co.uk.

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