

Deadline Tracker December 2025

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

Task	Requirement	Deadline	Notes	Task Status
Easter and May Bank Holidays Enhanced Service	Pharmacy Income	Complete by 15 th December 2025	<p>The Easter and May Bank Holiday Enhanced Service agreement would be as follows:</p> <ol style="list-style-type: none"> To open for a three-hour period between 10:00–13:00 <u>or</u> 14:00–17:00, final time slot to be agreed with the Southeast Pharmacy Commissioning Hub. Payment will be: <ul style="list-style-type: none"> - Easter Sunday: £420 per hour (£1260 for the total three-hour session) - Good Friday, Easter Monday, Early May BH, Spring BH: £315 per hour (£945 for the total three-hour session) <p>Easter & May 2026 Bank holidays Dates:</p> <ul style="list-style-type: none"> • Good Friday (3 April 2026) • Easter Sunday (5 April 2026) • Easter Monday (6 April 2026) • Early May BH (Monday 4 May 2026) • Spring BH (Monday 25 May 2026) <p>If you are interested in opening, please complete the online form (link below) by COP Monday 15th December 2025.</p> <p>Expression of Interest to open on Easter & May Bank Holidays 2026 – Fill in form here</p>	
NHS Profile Manager – Bank Holiday Dates	Contractual Requirement	Complete by 24 th December 2025	<p>Please ensure that your DoS and NHS.UK profiles are updated with your opening hours (or if you are closed) on the Bank Holiday dates.</p> <p>This can be done via NHS Profile manager: https://organisation.nhswebsite.nhs.uk/</p>	
NHS Profile Manager	Contractual Requirement	Complete by 31 st 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 October to 31st December • 1st January to 31st March • 1st April to 30th June • 1st July to 30th September <p>Reminder of the new NHS Profile Manager tool for updating DoS & NHS website.</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.	
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	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 3 rd February to complete no later than 31st March 2026). More information here .	
Pharmacy Quality Scheme Final Deadline	Pharmacy Income	31 st March 2026	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). View the PQS 2025/26 hub page	
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
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.	
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For further advice and support from Community Pharmacy Surrey & Sussex Team please contact us.

Email: LPC@communitypharmacys.co.uk

Call us on: [01372 417726](tel:01372 417726);

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

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