

Deadline Tracker January 2026

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

Event	Category	Deadline	Details	Notes
COVID-19 Registration	Pharmacy Income	From the 5 th January to the 2 nd February 2026	COVID-19: Registration for the spring 2026 COVID-19 Vaccination Service opens (pharmacy owners must register by 2nd February 2026 to guarantee supplies in time for the start of the spring season). Pharmacy owners must complete their electronic registration declaration using this form (this form will only be open from 5th January 2026).	
COVID-19 Autumn/Winter 2025/26 Service Ends	Pharmacy Income	31 st January 2026	At the end of the day remove any promotional materials for the COVID-19 Vaccination Service (including any on your website) and ensure all staff are aware that the service has now finished for Autumn/Winter 2025/26.	
National Health Campaign	Contractual Requirement	2 nd February 2026	Start date for the second national health campaign on Pharmacy First. Participation in this campaign is a mandatory requirement for all pharmacy owners. Read the news story to understand what you need to do to meet the requirements.	
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 on the MYS portal.	
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 .	
Flu Vaccination and Childhood Service Ends	Pharmacy Income	31 st March 2026	At the end of the day remove any promotional materials for the Flu Vaccination and Childhood Vaccination Service (including any on your website) and ensure all staff are aware that the service has now finished for 2025/26.	
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	
Healthy Living Pharmacy	Contractual Requirement	31 st March 2026	Deadline for undertaking a community engagement exercise (at least one must be undertaken per financial year) on the promotion of healthy living, which involves: <ul style="list-style-type: none"> Actively working in collaboration with other organisations to deliver pharmacy outreach and any locally commissioned services; and 	



			<ul style="list-style-type: none"> 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. 	
NHS Profile Manager	Contractual Requirement	Complete by 31st March 2026	<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>	
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.

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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