

## Deadline Tracker March 2026

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

Activity	Requirement	Deadline	Notes	Responsible
Flu Vaccination and Childhood Service Ends	Pharmacy Income	31 <sup>st</sup> 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 <sup>st</sup> 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). <a href="#">View the PQS 2025/26 hub page</a>	
Healthy Living Pharmacy	Contractual Requirement	31 <sup>st</sup> 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"> <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>	
NHS Profile Manager	Contractual Requirement	Complete by 31 <sup>st</sup> March 2026	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: <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>	

Annual Complaints Report	Contractual Requirement	As soon as possible after the 1 <sup>st</sup> April 2026	Pharmacy owners must send a copy of their <a href="#">annual complaints report</a> to the local NHS contract management team as soon as reasonably practicable after the end of the year to which the report relates. An email will be sent out from the SE Pharmacy Commissioning Hub with the submission process details – we will update when this is available.	
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 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.

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

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

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