

## Deadline Tracker April 2026

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

Subject	Requirement	Deadline	Action & Links	Tick when completed
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.	
COVID-19 vaccination	Pharmacy Income	Starts 13 <sup>th</sup> April 2026	If not already done so, consider what promotional materials you can use or display to promote uptake of the service; links to promotional resources are available on CPE's <a href="#">Seasonal Vaccination Services – COVID-19 and Adult Flu page</a> .	
Temporary suspensions/closures	Contractual Requirement	Starts 1 <sup>st</sup> June 2026	Using Manage Your Service (MYS) is now the <a href="#">only route</a> to notify ICBs of temporary suspensions/closures. Previously, pharmacy owners could report via the MYS portal or send an email notification to their ICB. However, from 1 <sup>st</sup> June, MYS will be the only submission method and pharmacy owners must use it from today. Once reported via MYS, pharmacy owners do not need to follow up with an email or further notification to their ICB.	
Data Security and Protection Toolkit (DSPTK)	Contractual Requirement	Complete by 30 <sup>th</sup> June 2026	Deadline to complete the <a href="#">Data Security and Protection Toolkit (DSPTK)</a> . This is a mandatory requirement for all pharmacy owners.	
NHS Profile Manager	Contractual Requirement	Complete by 30 <sup>th</sup> June 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 April to 30th June</li> <li>• 1st July to 30th September</li> <li>• 1st October to 31st December</li> <li>• 1st January to 31st March</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</p>	

			the NHS profile Manager otherwise, it will be marked as incomplete. The facilities section is the most often missed profile for confirmation.	
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:01372417726);

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

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