

Community Pharmacy Tracker – January 2024

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

| Subject | Requirement | Deadline | Action and links | Tick when completed |
|------------------------------------|-----------------------|---|--|---------------------|
| FP34C Submission | Pharmacy Income | 6th January | Due to the Bank Holiday Pharmacies have until the 6 th January to submit their claims for December 2023. Information here. | |
| PQS - Gateway | Pharmacy Income | 6th January | Pharmacies must have claimed 15 NMS since 1 st April 2023 and by 6 th January 2024 to complete gateway requirement for PQS. Information here. | |
| Pharmacy First Registration | Pharmacy Income | 30th January | The fixed payment for provision of the Pharmacy First service next year is now available to claim. The deadline for making the declaration on MYS is 11.59pm on 30th January 2024 . Information here. | |
| CPSC Webinar | Information & Support | 16th January | Note this is a Tuesday. At 8pm. The webinar aims to provide you with support and advice to help understand local and national contractual requirements. Sign up here | |
| Pharmacy First - IT | Information & Support | January | Make sure you have IT provision for Pharmacy First Service in place. If using PharmOutcomes make sure you have completed the re-declaration sent by email. | |
| Pharmacy First | Pharmacy Income | 31st January | Service Launch CPCS rebranded as Pharmacy First and the launch of the new clinical pathways. | |
| PQS | Pharmacy Income | 5th February | Declaration window opens for 4 weeks. Details of PQS can be found here. | |
| PQS | Pharmacy Income | 1st March | PQS Declaration window closes. | |
| Online NHS Profile Update | Contractual | Quarterly by 31st March | Make sure you have updated your NHS profile with Xmas and New Year opening. Remember to add any new services you may now provide. (1 st October – 31 st December). Profile Manager | |
| Pharmacy NHS mailbox | Information & Support | Now | Make sure at least 2 staff have linked NHS emails to your pharmacy NHS Mailbox. How to information here. | |
| PharmOutcomes Access | Information & Support | Now | Check that pharmacy staff have access to PharmOutcomes during all opening times, especially when locums are on duty; set-up additional accounts if needed. Instructions can be found here. Ensure PharmOutcomes is checked regularly throughout the day and action any referrals received. | |

Regular Tasks

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

| Subject | Requirement | Deadline | Action and links | Tick when completed |
|--|-----------------------|--------------------------------------|---|---------------------|
| Check NHS Shared Mailbox | Pharmacy Business | Twice a day (minimum) | NHSE&I and CPSC regularly send important communications to your NHS Shared Mailbox. Please ensure sufficient staff have access your Mailbox and that it is checked at least twice a day. | |
| Online Profile Update using NHS Profile Manager | Contractual | Quarterly | Using the NHS Profile Manager, ensure your Directory of Services (DoS) and NHS website pharmacy profiles are up to date. This needs to be verified each quarter. Remember to update your profile if you have to temporarily close the pharmacy during its normal hours. | |
| Local Services | Pharmacy Income | By the 5 th of each month | Please claim all your locally commissioned services. | |
| Virtual Outcomes | Workforce Training | Ongoing | Available free of charge to all community pharmacy staff. Access here . Latest modules: <ul style="list-style-type: none"> • Pharmacy Contraception Service • Hypertension Case Finding Service • Lateral Flow Device Supply Service | |
| LPC Mailing List | Pharmacy Mailing List | Ongoing | Encourage locums to join the LPC mailing list to ensure they are up to date with changes. Visit LPC website for sign up. | |

If you require support from CPSC please contact us:

| | | |
|---|--|-------------------|
| Alison Freemantle (Joint Chief Officer) | Alison.Freemantle@cpsc.org.uk | Tel: 07394 563189 |
| Artur Pysz (Joint Chief Officer) | Artur.Pysz@cpsc.org.uk | Tel: 07394 563188 |
| Skye White (Office Manager) | Skye.White@cpsc.org.uk | Tel: 01252 413778 |

Follow us on X [@CPSouthCentral](#)
Visit our website www.cpsc.org.uk

Disclaimer: This guidance has been produced by Community Pharmacy South Central after reviewing all the information available to us. Every care has been taken in completion of the tracker, but no responsibility can be accepted for any error or consequence of such an error.