

Community Pharmacy Tracker – August 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
Pharmacy First	Pharmacy Income	August	<p>The activity threshold of clinical pathway consultations is 15 per month for July.</p> <p>This means you need to provide a minimum of 15 consultations that pass the gateway point to be eligible for the £1,000 monthly payment. Action:</p> <ul style="list-style-type: none"> Ensure pharmacy team members are aware of the activity threshold and discuss actions that can support the team to reach the target. 	
Local Services	Pharmacy Income	5 th August	Please claim all your locally commissioned services and advanced services.	
Flu Vaccination Service	Pharmacy Income	1 st September	Pharmacies can start to vaccinate pregnant women only from September. Use resources available to share later start date message. Resources here	
AskaboutAsthma Week	Information & Support	9 th – 15 th September	Annual awareness campaign, use as an opportunity for healthy living pharmacy promotion. Information here	
CPSC Webinar	Information & Support	Tuesday 17 th September	At 8pm. The webinar aims to provide you with support and advice to help understand local and national contractual requirements. Sign up here	
Online NHS Profile Update	Contractual	Quarterly by 30 th September	Make sure you have updated your NHS profile with August Bank Holiday opening. Remember to add any new services you may now provide. Profile Manager	
Flu Vaccination Service		3 rd October	Main flu vaccinating campaign starts.	
Pharmacy NHS mailbox	Information & Support	Now	Make sure at least 2 staff have linked NHS emails to your pharmacy shared NHS Mailbox. How to information here.	
PharmOutcomes Access	Information & Support	Now	<p>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.</p> <p>Ensure PharmOutcomes is checked regularly throughout the day and action any referrals received.</p>	

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 CPHIOW 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 First • Pharmacy Contraception Service • Hypertension Case Finding 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 CPHIOW please contact us:

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Disclaimer: This guidance has been produced by Community Pharmacy Hampshire & Isle of Wight 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.