

## Community Pharmacy Tracker – February 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 - IT	Information & Support	Now	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	31 <sup>st</sup> January	<b>Service Launch</b> CPCS rebranded as Pharmacy First and the launch of the new clinical pathways. <a href="#">Various supporting Information here.</a>	
PQS	Pharmacy Income	5 <sup>th</sup> February	Declaration window opens for 4 weeks. Details of PQS can be found <a href="#">here.</a>	
CPSC Webinar	Information & Support	20 <sup>th</sup> February	At 8pm. The webinar aims to provide you with support and advice to help understand local and national contractual requirements. <a href="#">Sign up here</a>	
Pharmacy Contraception Service	Pharmacy Income	29 <sup>th</sup> February	Pharmacies that signed up to deliver PCS before 1 <sup>st</sup> Dec need to opt-in to deliver Tier 2 initiation by 31 <sup>st</sup> March or be de-registered from providing the ongoing supply service. <a href="#">More information here.</a>	
PQS	Pharmacy Income	1 <sup>st</sup> March	PQS Declaration window closes.	
Flu Vaccination Service	Pharmacy Income	31 <sup>st</sup> March	Flu vaccination service ends. Make sure all vaccinations done have been claimed for.	
Healthy Living Pharmacy	Contractual	31 <sup>st</sup> March	Pharmacies must have undertaken 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 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>	
PQS	Pharmacy Income	31 <sup>st</sup> March	Pharmacies have until 31 <sup>st</sup> March to complete all audits they have made declaration for in February.	
Online NHS Profile Update	Contractual	Quarterly by 31 <sup>st</sup> 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 <sup>st</sup> October – 31 <sup>st</sup> December). <a href="#">Profile Manager</a>	
Pharmacy NHS mailbox	Information & Support	Now	Make sure <b>at least 2 staff</b> have linked NHS emails to your pharmacy NHS Mailbox. <a href="#">How to information here.</a>	
PharmOutcomes Access	Information & Support	Now	Check that pharmacy staff have access to PharmOutcomes during <b>all</b> opening times, especially when locums are on duty; set-up additional accounts if needed. Instructions can be found <a href="#">here.</a>  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
<b>Check NHS Shared Mailbox</b>	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.	
<b>Online Profile Update using NHS Profile Manager</b>	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. <b>Remember to update your profile if you have to temporarily close the pharmacy during its normal hours.</b>	
<b>Local Services</b>	Pharmacy Income	By the 5 <sup>th</sup> of each month	Please claim all your locally commissioned services.	
<b>Virtual Outcomes</b>	Workforce Training	Ongoing	Available free of charge to all community pharmacy staff. Access <a href="#">here</a> .  Latest modules: <ul style="list-style-type: none"> <li>• Pharmacy Contraception Service</li> <li>• Hypertension Case Finding Service</li> <li>• Lateral Flow Device Supply Service</li> </ul>	
<b>LPC Mailing List</b>	Pharmacy Mailing List	Ongoing	Encourage locums to join the LPC mailing list to ensure they are up to date with changes. Visit <a href="#">LPC website</a> for sign up.	

### If you require support from CPSC please contact us:

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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.