

Community Pharmacy Tracker – March 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
PQS	Pharmacy Income	1 st March	PQS Declaration window closes.	
Oriel	Information & Support	1 st March	Employer registration for 2025 intake closes at 11.59pm on the 1 st March. Oriel is the only route for recruitment of a trainee pharmacist for 2025.	
Pharmacy Pressures Survey	Information & Support	4 th March	The annual Pharmacy Pressures Survey is due to start on 4 th March. More details to follow.	
CPSC Webinar	Information & Support	19 th March	At 8pm. The webinar aims to provide you with support and advice to help understand local and national contractual requirements. Sign up here	
Flu Vaccination Service	Pharmacy Income	31 st March	Flu vaccination service ends. Make sure all vaccinations done have been claimed for.	
Healthy Living Pharmacy	Contractual	31 st 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"> Actively working with other organisations to deliver pharmacy outreach and any locally commissioned services; and 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. 	
PQS	Pharmacy Income	31 st March	Pharmacies have until 31 st March to complete all audits they have made the declaration for in February.	
Online NHS Profile Update	Contractual	Quarterly by 31 st 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	
Covid Vaccinations	Pharmacy Income	15 th April/ 22 nd April	The Spring booster campaign will start for Care Homes (15 th) and other eligible cohorts (22 nd). Patients should be directed to NBS to book. NBS	
DSP Toolkit	Contractual	30 th June	All Pharmacies are required to complete their Data Security & Protection Toolkit. Information here	
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 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 CPSC please contact us:

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