

Community Pharmacy Tracker – July 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
DSP Toolkit	Contractual	30 th June	All Pharmacies are required to complete their Data Security & Protection Toolkit. Don't wait until 30 th June to complete. Information here	
Covid Vaccinations	Pharmacy Income	Until 30 th June	The Spring covid vaccination campaign is underway. Eligible patients should be directed to NBS to book. NBS	
Pharmacy First	Pharmacy Income	July	The activity threshold of clinical pathway consultations is 10 per month for July. This means you need to provide a minimum of 10 consultations that pass the gateway point to be eligible for the £1,000 monthly payment. Action: <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. 	
CPAF Screening Questionnaire	Contractual	1 st July	MYS opens for Pharmacies to complete their screening questionnaire. Information here	
Pharmacy Advice Audit	Information & Support	3 rd July	Pharmacies have until 3 rd July to add their Advice Audit data to PharmOutcomes. Information here.	
Local Services	Pharmacy Income	5 th July	Please claim all your locally commissioned services and advanced services. Quarterly claim for some services.	
CPSC Webinar	Information & Support	Tuesday 9 th July	At 8pm. The webinar aims to provide you with support and advice to help understand local and national contractual requirements. Sign up here	
SSP Expiry	Information & Support	19 th July	The SSP for Clarithromycin has been extended until 19 th July.	
CPAF Screening Questionnaire	Contractual	31 st July	MYS closes. All Pharmacies MUST complete the CPAF screening questionnaire.	
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	
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	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 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.