

## Community Pharmacy Tracker – September 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       | September                                    | The activity threshold of clinical pathway consultations is 20 per month for September. This means you need to provide a minimum of 20 consultations that pass the gateway point to be eligible for the £1,000 monthly payment.<br>Action: <ul style="list-style-type: none"> <li>Ensure pharmacy team members are aware of gateway criteria and discuss actions that can support the team to reach the target.</li> </ul> |                     |
| NHS Flu Vaccination Service | Pharmacy Income       | 1 <sup>st</sup> September                    | Deadline to register to use National Booking System (NBS) to promote and book appointments.  |                     |
| NHS Flu Vaccination Service | Pharmacy Income       | 1 <sup>st</sup> September                    | Pharmacies can start to vaccinate <b>pregnant women only</b> from September. Use resources available to share later start date message. <a href="#">Resources here</a>   |                     |
| Know Your Numbers Week      | Information & Support | 2 <sup>nd</sup> – 8 <sup>th</sup> September  | Awareness campaign that can be used to support delivery of the Hypertension Case Finding Service. <a href="#">Information here</a>   |                     |
| Local Services              | Pharmacy Income       | 5 <sup>th</sup> September                    | Please claim all your locally commissioned services and advanced services.   |                     |
| Ask About Asthma Week       | Information & Support | 9 <sup>th</sup> – 15 <sup>th</sup> September | Annual awareness campaign, use this as an opportunity for healthy living pharmacy promotion. <a href="#">Information here</a>  |                     |
| CPSC Webinar                | Information & Support | Tuesday 17 <sup>th</sup> September           | 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>   |                     |
| Online NHS Profile Update   | Contractual           | Quarterly by 30 <sup>th</sup> September      | Make sure you have updated your NHS profile with Flu and Covid vaccination services as appropriate. Remember to add any new services you may now provide. <a href="#">Profile Manager</a>  |                     |
| Stoptober                   | Information & Support | October                                      | Annual health campaign to promote quitting smoking. <a href="#">Resources available here.</a>  |                     |
| NHS Flu Vaccination Service | Pharmacy Income       | 3 <sup>rd</sup> October                      | The main flu vaccinating campaign starts for all cohorts.  |                     |
| Covid Vaccination Service   | Pharmacy Income       | 3 <sup>rd</sup> October                      | The Autumn campaign starts. Frontline Healthcare workers are included, staff can also book in for a covid vaccination.   |                     |
| Pharmacy NHS mailbox        | Information & Support | Now  | Make sure <b>at least 2 staff</b> have linked NHS emails to your pharmacy shared 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><br><br>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 CPHIOW regularly send important communications to your NHS Shared Mailbox.<br><br>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.<br><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.<br>Access <a href="#">here</a> .<br><br>Latest modules: <ul style="list-style-type: none"> <li>• Common Skin Conditions: Psoriasis</li> <li>• Pharmacy First</li> <li>• Pharmacy Contraception 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 CPHIOW please contact us:

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|---|--|-------------------|
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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.