

Community Pharmacy Tracker – November 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	November	The activity threshold of clinical pathway consultations is 20 per month for November . 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. Action: <ul style="list-style-type: none"> Ensure pharmacy team members are aware of gateway criteria and discuss actions that can support the team to reach the target. 	
Ask Your Pharmacist Week	Information & Support	4 th -11 th November	Ask Your Pharmacist (AYP) Week is the annual public awareness campaign for community pharmacy across the UK. Information here	
Local Services	Pharmacy Income	5 th November	Please claim all your locally commissioned services and advanced services.	
World Antimicrobial Week	Information & Support	18 th – 24 th November	World Antimicrobial Resistance Awareness Week This year pharmacies are asked to support an ‘Antibiotic Amnesty’. Information here	
CPSC Webinar	Information & Support	Tuesday 19 th November	At 8pm. The webinar aims to provide you with support and advice to help understand local and national contractual requirements. Sign up here	
Covid Vaccination Service	Pharmacy Income	1 st - 19 th November	Application process closes on 19 th November for new pharmacies to apply to provide covid vaccinations from spring 2025. Information here	
Workforce Survey	Contractual	11 th December	All Pharmacies MUST complete the Workforce survey by 11 th December. Information here	
NHS Flu Vaccination Service	Pharmacy Income	Now	Pharmacies can vaccinate all eligible cohorts . Use resources available to promote uptake. Resources here	
Covid Vaccination Service	Pharmacy Income	Now	Frontline Healthcare workers are included, staff can book in for a covid vaccination. Book here	
Online NHS Profile Update	Contractual	Quarterly by 31 st December	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. Make sure you verify ALL 5 sections. 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"> • Flu vaccination • Equality Act and MCAs • Common Skin Conditions: Psoriasis 	
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.