

## Community Pharmacy Tracker – January 2025

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	January	The activity threshold of clinical pathway consultations is <b>25 per month for January</b> . This means you need to provide a minimum of 25 consultations that pass the gateway point to be eligible for the £1,000 monthly payment. 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>	
Original Pack Dispensing	Pharmacy Regulations	1st January 2025	The supervising pharmacist must consider dispensing up to 10% more or less than the prescribed quantity. Do NOT start until PMR system is updated. <a href="#">Information here</a>	
End of Month Claiming	Pharmacy Income	6 <sup>th</sup> January	Pharmacies have an extra day to claim due to the Bank Holiday on Wednesday 1 <sup>st</sup> . Make sure you claim your locally commissioned services and advanced services.	
CPSC Webinar	Information & Support	Tuesday 21 <sup>st</sup> January	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>	
NHS Flu Vaccination Service	Pharmacy Income	Now	Pharmacies can vaccinate <b>all eligible cohorts until 31<sup>st</sup> March</b> . Use resources available to promote uptake. <a href="#">Resources here</a>	
Pharmacy Contraception Service	Pharmacy Income	Sunday 9 <sup>th</sup> March	Save the date. Details to follow. CPPE training event for those yet to start delivering the contraception Service.	
Online NHS Profile Update	Contractual	Quarterly by 31 <sup>st</sup> March	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. <b>Make sure you verify ALL 5 sections.</b> <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 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> .  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.  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>• Original Pack Dispensing</li> <li>• Prostate cancer</li> <li>• Equality Act and MCAs</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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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.