

Community Pharmacy Tracker – February 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	February	The activity threshold of clinical pathway consultations is 25 per month for February . 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"> Ensure pharmacy team members are aware of gateway criteria and discuss actions that can support the team to reach the target. 	
End of Month Claiming	Pharmacy Income	6 th February	Make sure you claim your locally commissioned services and advanced services.	
CPE Pharmacy Pressures Survey	Information & Support	28 th February	Annual Survey to gather as much evidence as possible from pharmacy owners and team members on key issues affecting the sector. Survey closes on 28 th Feb.	
Pharmacy Contraception Service	Pharmacy Income	Sunday 9 th March	Save the date. Details to follow. CPPE training event for those yet to start delivering the contraception Service.	
CPSC Webinar	Information & Support	Tuesday 18 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	
NHS Flu Vaccination Service	Pharmacy Income	Now	Pharmacies can vaccinate all eligible cohorts until 31st March . Use resources available to promote uptake. Resources here	
Online NHS Profile Update	Contractual	Quarterly by 31 st 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. Make sure you verify ALL 5 sections. Profile Manager	
Data Security & Protection Toolkit	Contractual	30 th June	All Pharmacies are required to complete their Data Security & Protection Toolkit. Don't wait until 30th June to complete. Information here	
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"> • Original Pack Dispensing • Prostate cancer • Equality Act and MCAs 	
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:

Alison Freemantle (Joint Chief Officer)	Alison.Freemantle@cpsc.org.uk	Tel: 07394 563189
Artur Pysz (Joint Chief Officer)	Artur.Pysz@cpsc.org.uk	Tel: 07394 563188
Skye White (Office Manager)	Skye.White@cpsc.org.uk	Tel: 01252 413778

Follow us on X [@CPSouthCentral](#)
Visit our website www.cpsc.org.uk

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.