

Community Pharmacy Tracker – April 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
NHS Flu Vaccination Service	Pharmacy Income	31 st March	Pharmacies can vaccinate all eligible cohorts until 31st March . Use resources available to promote uptake. Resources here	
Pharmacy First	Pharmacy Income	April	The activity threshold of clinical pathway consultations is 30 per month for April . This means you need to provide a minimum of 30 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. 	
Pharmacy Quality Scheme	Pharmacy Income	1 st April	PQS for 25/26 starts. Declaration opens February 2026 and domains to be completed by 31 st March 2026.	
End of Month Claiming	Pharmacy Income	5 th April	Make sure you claim your locally commissioned services and advanced services.	
Pharmacy Quality Scheme	Pharmacy Income	1 st May	Window opens to claim Aspiration Payment for PQS at 9am. Details of the PQS	
Pharmacy Contraception Service	Pharmacy Income	Sunday 11 th May	CPPE training event for those not yet confident with initiation of oral contraception. Details here	
Pharmacy Quality Scheme	Pharmacy Income	16 th May	Window closes for claiming Aspiration Payment for PQS at 11.59pm.	
Pharmacy First	Pharmacy Income	June	Introduction of new 20-29 banding for Pharmacy First monthly payment.	
Pharmacy First	Pharmacy Income	30 th June	Pharmacies, as well as achieving 20-29 or 30+, must be registered to provide HCFS and contraception service to be eligible for the monthly payment.	
Online NHS Profile Update	Contractual	Quarterly by 30 th June	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 30 th 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"> • Skin Rashes in children module 2 • Skin Rashes in children module 1 • Original Pack Dispensing 	
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.	

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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.