

Community Pharmacy Tracker – July 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
Community Pharmacy Assurance Framework	Contractual	31st July	Mandatory for ALL Pharmacies to complete the screening questionnaire this month. More information	
New Medicine Service (NMS)	Pharmacy Income	Now	Changes to how claim for NMS from 1 st April. Make sure to claim for intervention and follow up (when completed). Information here	
End of Month Claiming	Pharmacy Income	5th July	Make sure you claim your locally commissioned services and advanced services.	
Bank Holiday Opening	Contractual	20th July	Submit your Voluntary opening hrs for the winter bank holidays (Xmas and New year). Information here	
Pharmacy First	Pharmacy Income	July	The activity threshold of clinical pathway consultations is 30 per month for July . 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 (or 20+ for £500) 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	Now	Elements of PQS can be worked on now to complete ahead of Autumn/ Winter. Respiratory elements must be started now	
Online NHS Profile Update	Contractual	Quarterly by 30th September	MUST DO 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"> • ABPM • Pharmacy Contract 25/26 • PQS part 1 • PQS part 2 	
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

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.