

Community Pharmacy Tracker – November 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
New Medicine Service (NMS)	Pharmacy Income	29th October	Introduction of anti depressants into the service. CPPE training is available to support. More information	
Pharmacy Contraception Service	Pharmacy Income	29th October	Updates to the oral contraception PGDs come into effect and emergency contraception starts as part of the national service. More information	
Pharmacy Quality Scheme	Pharmacy Income	Now	The Clinical Audit can be started now. It will take 4 to 8 weeks to complete. More information	
End of Month Claiming	Pharmacy Income	5th November	Make sure you claim your locally commissioned services and advanced services.	
Ask Your Pharmacist Week	Information & Support	3rd – 10th November	This year’s theme is Ask Your Pharmacist: NHS Services Close to Home – raising awareness of services. Get involved and follow the week’s activities using #AskYourPharmacist More information	
National Health Campaign	Contractual	9th November	The first national health campaign ends. More information	
Workforce survey	Contractual	By 21st November	MUST DO Mandatory for ALL Pharmacies to do. More information	
New Medicine Service (NMS)	Information & Support	23rd November	To support the introduction of antidepressants, CPPE are running a workshop consulting with people with mental health problems	
Pharmacy First	Pharmacy Income	November	The activity threshold of clinical pathway consultations is 30 per month for November . 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).	
Online NHS Profile Update	Contractual	Quarterly by 31st December 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 such as flu and covid vaccinations. 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"> • Pharmacy Contraception Service • Flu vaccination Service • Skin Rashes part 3 	
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.