

Community Pharmacy Tracker

December 2023

If you are part of a pharmacy group or multiple, please liaise with your company managers/head office

Date Sensitive Tasks

The following tasks need to be completed on by the date specified below:

Subject	Requirement	Deadline	Action and links	Tick when completed
Christmas Rota / Opening Times	Contractual	Act now	Details of the pharmacies directed to be open over Christmas and New Years Day is available to download from our website here .	
Contraception Service	Service Delivery	From 1st December 2023	Read the updated service specification and updates from Community Pharmacy England here . Please contact us if you require and advice or support.	
Hypertension Case Finding Service	Service Delivery	From 1st December 2023	Read the updated service specification and updates from Community Pharmacy England here . Please contact us if you require and advice or support.	
CPAF full survey deadline extended	Contractual	December 17th 2023	The deadline to complete the full CPAF survey has been extended to midnight on 17 th December. If you are required to complete the full CPAF survey, you will be notified by the NHSBSA and will have the until the closing day to complete on MYS.	
Workforce Survey 2023	Contractual	17th December 2023	The 2023 Community Pharmacy Workforce Survey is now open, all pharmacy owners will need to submit data to support workforce planning for the sector. Find out more on the CPE website here .	
Pharmacy Profile Update	Contractual	31st December 2023	Ensure your Directory of Services and NHS website profiles are up to date by updating your NHS Profile Manager once each quarter. The deadline for this quarter is 31 st December 2023, however we recommend that the update is completed ahead of the Christmas break.	
Pharmacy First Service	Service Delivery	Launches 31st January 2024	The expected launch date of the new Pharmacy First Service is 31 st January 2024 subject to the appropriate digital systems being in place. <ul style="list-style-type: none"> Read the latest updates and briefings on the Community Pharmacy England Pharmacy First webpage. Download the service specification and pathways here. Please contact us if you require any advice or support.	
Pharmacy Quality Scheme: Gateway Criteria	Pharmacy Income	See linked date summary	You must have delivered a minimum of 15 NMS between 1 st April 2023 and 31 st December 2023 and have claimed for them by 5 th January 2024 to meet the gateway criteria.	

Pharmacy Quality Scheme: Supporting Information	Pharmacy Income	See linked date summary	<p>Full PQS details are available on the NHSBSA website</p> <ul style="list-style-type: none"> Access the VirtualOutcomes PQS briefing here Download a summary of important dates here 	
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Regular Tasks

The following tasks need to be completed on a daily / monthly basis:

Subject	Requirement	Deadline	Action and links	Tick when completed
PharmOutcomes	Act now	Ongoing	<p>Check PharmOutcomes a minimum of three times a day for referrals for the following services:</p> <ul style="list-style-type: none"> The Community Pharmacy Consultation Service (GP and 111 pathways) The Discharge Medicines Service The Hypertension Case Finding The Smoking Cessation Service 	
VirtualOutcomes	Workforce Training	Ongoing	A new module will be released every month. Access here .	
NHS Mail	Pharmacy IT	Access regularly (at least once a month)	<p>From 1st December 2022, personal NHSmail accounts which are not used for 30 days will be marked inactive and inactive accounts which are not activated within the following 30 days will be deleted.</p> <p>Ensure you access your personal NHS.net email regularly to avoid your account being deleted. Further information is available here.</p>	
Check NHS shared mailbox	Pharmacy Business	Daily	<p>NHSE&I, NHSBA & GMLPC regularly send important communications to your NHS Shared Mailbox.</p> <p>Please ensure enough staff have access to your Mailbox and that it is checked at least once daily.</p>	
GMLPC Mailing List	Communications	Ongoing	Encourage your locums and the rest of your pharmacy team to join the GMLPC Newsletter Mailing list to ensure they are up to date with new guidance and updates in the rapidly changing pharmacy environment.	
GMLPC PCN WhatsApp Groups & Broadcast List	Communications	Ongoing	<p>GMLPC has created WhatsApp groups on contractor's behalf to support and facilitate effective communication between pharmacies in your PCN and your Community Pharmacy PCN Lead.</p> <p>If you would like to be added to your PCN WhatsApp Group or the Broadcast List for important updates, please contact the team on enquiries@gmlpc.org.uk</p>	
Sit-Rep	System Resilience	Ongoing	A link to the sit-rep will be sent to your NHS shared mailbox each week. Please complete if there is a change to your situation.	

Disclaimer: This guidance has been produced by Greater Manchester LPC 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.

Local Services	Pharmacy Income	By the 5th of each month	Please claim all your locally commissioned services by the 5th of the month.	
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If you require additional support from the LPC please contact the GMLPC team:

Name	Job Position	Email Contact
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