

## Deadline Tracker April 2024

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

Subject	Requirement	Deadline	Action and links	Tick when completed
<b>Easter Opening Times</b>	Contractual	<b>Act now</b>	The Easter opening times for Greater Manchester are now available on the <a href="#">CPGM website</a> . Please check the information for your pharmacy.	
<b>Pharmacy First</b>	Funding	<b>31<sup>st</sup> March 2024</b>	The deadline to have delivered a minimum of 5 Pharmacy First clinical pathway consultations that cross the Gateway point is <b>11.59pm on 31<sup>st</sup> March 2024</b> .  If you have not delivered a minimum of five of these consultations by this date the £2,000 initial fixed payment will be recovered.	
<b>Hypertension Case Finding</b>	Funding	<b>31<sup>st</sup> March 2024</b>	The Deadline to have achieved the incentive fee threshold for 2023/24 (need to provide 20 ABPMs between 1 <sup>st</sup> April 2023 and 31 <sup>st</sup> March 2024 to achieve the incentive fee) is the 31 <sup>st</sup> March 2024.	
<b>Pharmacy First: Requirement to have an otoscope from 1<sup>st</sup> April 2024</b>	Service Delivery	<b>1<sup>st</sup> April 2024</b>	The deadline for having an otoscope to use within the acute otitis media pathway and to start providing this pathway is 1st April 2024 (this does not apply to distance selling pharmacies as they cannot provide this pathway).  Find out more on the <a href="#">CPE website</a> .	
<b>LFD service: New eligible patient groups</b>	Service Delivery	<b>1<sup>st</sup> April 2024</b>	<b>From 1st April 2024</b> additional patient groups will be eligible to access the LFD service, as well as those previously eligible for the service.  Full details are available on the <a href="#">CPE website</a> .	
<b>Community Pharmacy Pressures Survey</b>	Pharmacy Pressures	<b>2<sup>nd</sup> April 2024</b>	Community Pharmacy England has launched its third annual Pressures Survey, and they want to hear directly from everyone who owns or works in a community pharmacy.  Find out more and complete the surveys on the <a href="#">CPE website</a> .	
<b>Annual Complaints Report</b>	Contractual	<b>As soon as reasonably practicable after the end of 2023/24</b>	Pharmacy owners must send a copy of their <a href="#">annual complaints report</a> to the local NHS team as soon as reasonably practicable after the end of the year to which the report relates.  Send your report to: <a href="mailto:gmhscp.gmtop@nhs.net">gmhscp.gmtop@nhs.net</a>	
<b>DSP Toolkit</b>	Contractual	<b>30<sup>th</sup> June 2024</b>	The deadline for community pharmacy contractors to complete the 2023/24 Data Security and Protection Toolkit is 30th June 2024. <ul style="list-style-type: none"><li>▪ Read the CPE guidance <a href="#">here</a></li><li>▪ Watch the CPE webinar <a href="#">here</a></li></ul>	

## Regular Tasks

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

Subject	Requirement	Deadline	Action and links	Tick when completed
<b>PharmOutcomes</b>	Act now	<b>Ongoing</b>	Check PharmOutcomes a minimum of three times a day for referrals for the following services: <ul style="list-style-type: none"> <li>▪ The Pharmacy First Service</li> <li>▪ The Discharge Medicines Service</li> <li>▪ The Hypertension Case Finding</li> <li>▪ The Contraception Service</li> <li>▪ The Smoking Cessation service</li> </ul>	
<b>NHS Mail</b>	Pharmacy IT	<b>Access regularly</b>	Ensure you access your personal NHS.net email regularly (at least once every 30 days) to avoid your account being deleted. Further information is available <a href="#">here</a> .	
<b>Local Services</b>	Pharmacy income	<b>By the 5<sup>th</sup></b>	Please claim all your locally commissioned services by the 5 <sup>th</sup> of the month.	
<b>VirtualOutcomes</b>	Workforce training	<b>Ongoing</b>	A new module will be released every month. Access <a href="#">here</a> .	
<b>Pharmacy Profile Update</b>	Contractual	<b>31<sup>st</sup> June 2024</b>	Ensure your Directory of Services and NHS website profiles are up to date by updating your <a href="#">NHS Profile Manager</a> once each quarter.  The deadline for this quarter is 31 <sup>st</sup> June 2024.	
<b>LPC Mailing List</b>	Pharmacy Mailing List	<b>Ongoing</b>	Encourage your locums to join the LPC mailing list to ensure they are up to date with the rapidly changing pharmacy environment.	

### If you require support:

#### Community Pharmacy Greater Manchester

Adrian Kuznicki (Business Support Officer) 518 5780	<a href="mailto:adrian@cpgm.org.uk">adrian@cpgm.org.uk</a>	Tel: 0161
Luvjit Kandula (Director of Pharmacy Transformation) 228 6163	<a href="mailto:luvjit@cpgm.org.uk">luvjit@cpgm.org.uk</a>	Tel: 0161
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Karishma Visram (Comms Officer) 228 6163	<a href="mailto:karishma@cpgm.org.uk">karishma@cpgm.org.uk</a>	Tel: 0161
Rikki Smeeton (Principle Responsible Officer) 518 5794	<a href="mailto:rikki@cpgm.org.uk">rikki@cpgm.org.uk</a>	Tel: 0161

Disclaimer: This guidance has been produced 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.