

## Deadline Tracker November 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>Full CPAF Questionnaire</b>	Contractual	<b>31<sup>st</sup> October 2024</b>	The full CPAF survey monitoring pharmacy contractors' compliance in 2023/24 is <b>available to complete until 31<sup>st</sup> October 2024</b> . Only those selected to complete the survey are required to do so. Completion is mandatory and NHS BSA will contact you.	
<b>Workforce Survey</b>	Contractual	<b>11<sup>th</sup> December 2024</b>	NHS England's 2024 Community Pharmacy Workforce Survey is now open. <b><u>This is a mandatory requirement for all pharmacy owners and will close at midnight on 11th December 2024.</u></b> <a href="#">Find out how to complete the survey here</a>	
<b>Pharmacy Profile Update</b>	Contractual	<b>31<sup>st</sup> December 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> December 2024 but <b><u>we encourage you to do this as soon as possible.</u></b>	
<b>SAVE THE DATE – GMMH DMS Training</b>	Workforce training	<b>6<sup>th</sup> November 2024</b>	This webinar has been organised to provide some information about core aims, practical elements to consider and how to support patients with mental health needs. <a href="#">Read more about the session and how to join</a>	
<b>Economic Analysis Survey</b>	Pharmacy income	<b>9<sup>th</sup> November 2024</b>	Community Pharmacy owners are invited to share data to inform an important fiscal review of the sector. Providing a robust evidence base will be of critical importance to future CPCF negotiations. <a href="#">Click here to find out further information</a> and how to register your interest.	
<b>Pharmacy First Training</b>	Workforce Training	<b>17<sup>th</sup> November 2024</b>	Pharmacy First clinical training to support pre-reg, foundation students and newly qualified Pharmacists working in Greater Manchester has been arranged. <b><a href="#">BOOK YOUR PLACE NOW</a></b>	
<b>SAVE THE DATE – GMCR Training</b>	Workforce Training	<b>20<sup>th</sup> November 2024</b>	GM Care Record Webinar for Community Pharmacy - Learn how to register, access and how to use the new GM Care Record. Book details to follow.	
<b>Pharmacy First</b>	Service Income	<b>November 2024</b>	<a href="#">Changes to the Pharmacy First payment thresholds have been made for the rest of the year. The threshold for November is 20.</a> A minimum of 20 consultations are to be completed to pass the gateway point to be eligible for the £1,000 monthly payment. <ul style="list-style-type: none"> <li>Access the new Pharmacy First Top Tips from VirtualOutcomes <a href="#">here</a></li> <li>Access the new CPE Pharmacy First myth-busting <a href="#">here</a></li> </ul>	

<b>CPGM Committee Meeting – Feedback Form</b>	Contractual	<b>Ongoing</b>	GM Contractors are encouraged to use the form below to raise any questions or concerns you have directly to our committee. Complete and find out more <a href="#">here</a>	
<b>Drop-In Sessions</b>	Pharmacy Team Support	<b>Every Wednesday 1pm – 2pm – Every week</b>	Something on your mind? Join our lunchtime weekly drop-in sessions with one of our experienced team members. We are here to support you – find out more <a href="#">here</a>	
<b>CPGM WhatsApp Community</b>	Service Delivery	<b>Ongoing</b>	Please join our new streamlined WhatsApp Community for Greater Manchester for urgent updates, general announcements and information. <a href="#">Please use this link</a> to join the Community and optionally request to join your own Locality group.	

## 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 Handbook</b>	Contractual	<b>Ongoing</b>	An updated version of the <a href="#">Greater Manchester Pharmacy Handbook</a> is now available	

**If you require support:**

### Community Pharmacy Greater Manchester

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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.