Deadline Tracker December 2024

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

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| Subject | Requirement | Deadline | Action and links | Tick whencompleted |
| **Christmas Opening Hours** | Pharmacy Contract | **Ongoing** | Christmas Opening Hours will be published on [our website](https://greatermanchester.communitypharmacy.org.uk/our-news/gm-pharmacy-christmas-opening-hours/) when available.* [Sign up for our newsletters to find out more](https://psnc.us1.list-manage.com/subscribe?u=5d9f31c035a7a4d650dffbed6&id=c319bb29f6)
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| **CPE – Original Pack Dispensing Webinar** | Pharmacy Contract | **25th November 2024** | CPE is hosting a webinar on the [**introduction of Original Pack Dispensing (OPD)**](https://cpe.org.uk/our-news/amendments-to-pharmacy-regulations-to-introduce-opd-10-dispensing/) on **Monday 25th November at 7.30pm**.* Book your place [here](https://events.teams.microsoft.com/event/d37166ff-b732-4c01-ae80-86ef66374177%40bdee8b9b-1fb4-46c6-9226-5bcbfbcbc00a)
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| **CPE – NHS 10-Year Plan Webinar** | Pharmacy Contract | **26th November 2024** | CPE is hosting webinars to discuss the Government’s NHS 10-year plan and to help pharmacy owners or others who want to feed into it.* Book your place [here](https://events.teams.microsoft.com/event/1a942d44-0531-48de-8efd-f160eabc93e0%40bdee8b9b-1fb4-46c6-9226-5bcbfbcbc00a)
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| **Workforce Survey** | Contractual | **11th December 2024** | NHSE 2024 Community Pharmacy Workforce Survey is now open. **This is a mandatory requirement for all pharmacy owners and will close at midnight on 11th December 2024.*** [Find out how to complete the survey here](https://cpe.org.uk/our-news/2024-mandatory-workforce-survey-is-now-open/)
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| **Central Procurement for Flu Vaccines** | Service Delivery | **17th December 2024** | Share your thoughts on the potential benefits of adopting centralisation of adult flu vaccine procurement and supply. * Complete the survey [here](https://www.engage.england.nhs.uk/consultation/central-flu-procurement-and-supply/consultation/subpage.2024-11-12.6021236671/)
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| **Pharmacy Profile Update** | Contractual  | **31st December 2024** | In preparation for Christmas, ensure your Directory of Services and NHS website profiles are up to date by updating your [NHS Profile Manager](https://organisation.nhswebsite.nhs.uk/)The deadline for this quarter is 31st December 2024 but **we encourage you to do this as soon as possible**. |  |
| **SAVE THE DATE – Contraception Training** | Workforce Training | **13th February 2025 (pm)****&****2nd February 2025 (am & pm)** | **Save the date – CPPE Contraception Workshops**Join one of the three sessions available on Thursday 13th February 2025 (evening session) or Sunday 2nd February 2025 (morning and afternoon session)More information and booking details to follow. |  |
| **CPE: Funding & Reimbursement Shorts** | Funding | **Ongoing** | Watch the new Funding & Reimbursement Shorts from CPE: Dispensing and Claiming SSPs* Watch the video [here](https://cpe.org.uk/our-news/funding-reimbursement-shorts-dispensing-and-claiming-ssps/)
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| **Pharmacy First**  | Service Income | **December 2024** | [Changes to the Pharmacy First payment thresholds have been made for the rest of the year.](https://cpe.org.uk/our-news/pharmacy-first-further-changes-to-monthly-targets/) **The threshold for December is 20.** A minimum of 20 consultations are to be completed to pass the gateway point to be eligible for the £1,000 monthly payment. |  |
| **CPGM Committee Meeting – Feedback Form** | Contractual | **Ongoing** | 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 [here](https://forms.office.com/e/XD3Z0KtwDD)
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| **Drop-In Sessions** | Pharmacy Team Support | **Every Wednesday 1pm – 2pm – Every week** | 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 [here](https://greatermanchester.communitypharmacy.org.uk/our-news/something-on-your-mind-join-our-weekly-online-drop-in-sessions/)
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| **CPGM WhatsApp Community** | Service Delivery | **Ongoing** | Please join our new streamlined WhatsApp Community for Greater Manchester for urgent updates, general announcements and information.* [Please use this link](https://chat.whatsapp.com/Hkwwl3D4nVQ2n1ZzW6nz0l) to join the Community and optionally request to join your own Locality group.
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 **Regular Tasks**

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

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| --- | --- | --- | --- | --- |
| Subject | Requirement | Deadline | Action and links | Tick whencompleted |
| **PharmOutcomes** | Act now | **Ongoing** | Check PharmOutcomes a minimum of three times a day for all referral services. |  |
| **NHS Mail** | Pharmacy IT | **Access regularly** | 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 [here](https://psnc.org.uk/our-news/nhsmail-changes-keeping-your-account-active/)
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| **Local Services** | Pharmacy income | **By the 5th** | Please claim all your locally commissioned services by the 5th of the month. |  |
| **VirtualOutcomes** | Workforce training | **Ongoing** | A new module will be released every month.* Access [here](https://www.virtualoutcomes.co.uk/pharmacy-training/)
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| **Pharmacy Handbook** | Contractual | **Ongoing** | An updated version of the [Greater Manchester Pharmacy Handbook](https://greatermanchester.communitypharmacy.org.uk/wp-content/uploads/sites/118/2024/09/NHSGM-ICB-Pharmacy-Handbook-2024.pdf) is now available |  |

If you require support:

Community Pharmacy Greater Manchester

Adrian Kuznicki (Business Support Officer) adrian@cpgm.org.uk Tel: 0161 518 5780

Luvjit Kandula (Director of Pharmacy Transformation) luvjit@cpgm.org.uk Tel: 0161 228 6163

Louise Gatley (Director of Services) louise@cpgm.org.uk Tel: 07515 285178

Karishma Visram (Comms Officer) karishma@cpgm.org.uk Tel: 0161 228 6163

Rikki Smeeton (Pharmacy Services Lead) rikki@cpgm.org.uk Tel: 0161 518 5794

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.