

## Deadline Tracker April 2025

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 Bank Holiday Rota</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>GM Care Record (GMCR) Training</b>	Training	<b>25<sup>th</sup>/26<sup>th</sup>/27<sup>th</sup> March 2025</b>	You are invited to join the upcoming GMCR training for Community Pharmacy teams <ul style="list-style-type: none"> <li>Book your place <a href="#">here</a></li> </ul>	
<b>Flu Vaccination Service 2024/25</b>	Service Delivery	<b>31<sup>st</sup> March 2025</b>	At the end of the day, remove any promotional materials for the Flu Vaccination Service (including any on your website) and ensure all staff are aware that the service has now finished for 2024/25	
<b>Healthy Living Pharmacy (HLP)</b>	Contractual	<b>31<sup>st</sup> March 2025</b>	Each financial year, pharmacies must engage in at least one community engagement health promotion exercise activity by: <ul style="list-style-type: none"> <li>Collaborating with other organisations for outreach and local services</li> <li>Extending health promotion beyond the pharmacy through in-person or virtual outreach</li> <li>See <a href="#">CPE HLP hub</a> for more info</li> </ul>	
<b>Annual Complaints Report</b>	Contractual	<b>As soon as reasonably practicable after the end of 2024/25</b>	Pharmacy owners must send a copy of their <a href="#">annual complaints report</a> to the local NHS contract management team.  <b>This is a mandatory requirement for all pharmacy owners</b>	
<b>Pharmacy First Service</b>	Service Income	<b>31<sup>st</sup> March 2025</b>	Deadline for pharmacy owners who are delivering Pharmacy First to also deliver the Pharmacy Contraception Service and Hypertension Case-Finding Service to qualify for the monthly £1,000 fixed payment (as well as meeting the relevant consultation threshold)	
<b>Pharmacy Profile Update</b>	Contractual	<b>1st April – 30th June 2025</b>	Ensure your Directory of Services and NHS website profiles are up to date by updating your <a href="#">NHS Profile Manager</a> <ul style="list-style-type: none"> <li>The new quarter starts 1<sup>st</sup> April 2025 and ends on the 30<sup>th</sup> June 2025 but <b>we encourage you to do this as soon as possible</b></li> </ul>	
<b>Pharmacy First – New caps introduced</b>	Service Income	<b>1st April 2025</b>	These caps are based on the monthly average of Pharmacy First (clinical pathways) delivered during November 2024 to January 2025) <ul style="list-style-type: none"> <li><b>Action:</b> View your assigned Band and monthly cap on the <a href="#">NHS Business Services Authority website</a></li> </ul>	
<b>CPPE: Contraception Service</b>	Training	<b>2<sup>nd</sup> April 2025</b>	CPPE are holding a face-to-face NHS Pharmacy Contraception Service: delivering effective consultations to initiate contraception event <ul style="list-style-type: none"> <li>Book your place <a href="#">here</a></li> </ul>	
<b>NEW: LFD Briefing</b>	Service Delivery	<b>Ongoing</b>	CPGM has created a new LFD Briefing for you and your teams <ul style="list-style-type: none"> <li>View <a href="#">here</a></li> </ul>	

<b>Patient-Led Ordering Feedback</b>		<b>Ongoing</b>	We're requesting your feedback on the rollout of patient-led ordering. Your comments will help us resolve issues and inform future support ▪ <a href="#">Click to complete the short form</a>	
<b>CPGM Focus on Pharmacy Pressures Campaign</b>	Service Income	<b>Ongoing</b>	Read the <a href="#">CPGM Focus on Pharmacy Pressures Campaign</a> , designed to help you make informed decisions about your services and focus on key areas including fees, national and local services and maximising income	
<b>Data Security and Protection (DSP) Toolkit</b>		<b>Ongoing</b>	You can now watch the DSP Toolkit 2025 workshop on demand: ▪ Watch <a href="#">here</a>	
<b>Pharmacy First – Patient Feedback Request</b>		<b>Open until the end of 2025</b>	Ask your patient to give feedback on Pharmacy First to help inform service improvements: ▪ Find out more <a href="#">here</a>	
<b>Ask the CPGM Team - Drop-In Sessions</b>	Pharmacy Team Support	<b>Every Wednesday 1pm – 2pm</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</b>	Service Delivery	<b>Ongoing</b>	Join our Community WhatsApp group <a href="#">here</a>	

## 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 all referral services	
<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> ▪ Read our new briefing <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>	Training	<b>Ongoing</b>	Access <b>FREE</b> online training for your team <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	

### Contact the CPGM team:

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