



Community Pharmacy Kent Deadline Tracker April 2024

If you are part of a pharmacy group or multiple, please liaise with your company 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
Pharmacy First: Requirement to have an otoscope from 1st April 2024	Service Delivery	1st April 2024	<p>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).</p> <p>Find out more on the CPE website Pharmacy First: Requirement to have an otoscope from 1st April - Community Pharmacy England (cpe.org.uk)</p>	
LFD service: New eligible patient groups	Service Delivery		<p>From 1st April 2024 additional patient groups will be eligible to access the LFD service, as well as those previously eligible for the service.</p> <p>Full details are available on the CPE website LFD service: New eligible patient groups from 1st April - Community Pharmacy England (cpe.org.uk).</p>	
Community Pharmacy Pressures Survey	Pharmacy Pressures	8 th April 2024	<p>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.</p> <p>Find out more and complete the surveys on the CPE website Pharmacy Pressures Survey 2024: We want to hear from you - Community Pharmacy England (cpe.org.uk)</p>	
DSP Toolkit	Contractual	30th June 2024	<p>The deadline for community pharmacy contractors to complete the 2023/24 Data Security and Protection Toolkit is 30th June 2024.</p> <ul style="list-style-type: none"> ▪ Read the CPE guidance Data Security and Protection Toolkit - Community Pharmacy England (cpe.org.uk) 	

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			<ul style="list-style-type: none"> ▪ Watch the CPE webinar Our webinars - Community Pharmacy England (cpe.org.uk) 	
NHS Profile Manager	Contractual Requirement	Complete by 31st March 2024	<p>Ensure the DoS and NHS.uk website pharmacy profile is updating via the NHS Profile Manager. Verify your profile at least once each quarter as below.</p> <ul style="list-style-type: none"> • 1st January to 31st March • 1st April to 30th June • 1st July to 30th September • 1st October to 31st December <p>Reminder of the New NHS Profile Manager tool for updating DoS & NHS website launches - Community Pharmacy England (cpe.org.uk)</p>	
Summary of payments including claiming deadlines	Pharmacy income	See dates on attached link	follow the link below for claiming deadline of nationally commissioned services. here	

Regular Tasks

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

Item	Requirement	Deadline	Action	Completed
PharmOutcomes	Act now	Ongoing	Check Pharm Outcomes a minimum of twice a day for referrals.	
Virtual Outcomes	Workforce Training	Ongoing	<p>To access training click the link Pharmacy Training - Virtual Outcomes</p> <p>This training platform is free to all Community Pharmacy Contractors across Kent and Medway</p>	
Serious Shortage Protocols (SSPs)	Dispensing		Click here for active SSPs. here	
Community Pharmacy Kent (CPK) newsletter	Communications	Ongoing	Encourage your locums and the rest of your pharmacy team to join the Newsletter Mailing list here to ensure they are up to date with new guidance and updates in the rapidly changing pharmacy environment.	

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NHS Mail	Pharmacy IT	Access regularly (at least once a month)	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. Ensure you access your personal NHS.net email regularly to avoid your account being deleted. Further information is available here
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If you require additional support from Community Pharmacy Kent (Kent LPC) please contact the office team:

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