



Community Pharmacy Kent Deadline Tracker June 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
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) ▪ Watch the CPE webinar Our webinars - Community Pharmacy England (cpe.org.uk) 	
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	
Pharmacy First	Service Income	From 1 st May 2024	<p>The activity threshold of clinical pathway consultations increases to a minimum of 10 per month from May 2024. This means you must provide a minimum of 10 consultations that pass the gateway point to be eligible for the £1000 monthly payment.</p> <p>Action: Ensure pharmacy team members are aware of the increase in activity threshold and discuss actions that can support the team to reach the increased target</p>	
NHS Profile Manager	Contractual Requirement	Complete by 30th June 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>	

Disclaimer: This guidance has been produced by Community Pharmacy Kent 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.



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	To access training click the link Pharmacy Training - Virtual Outcomes This training platform is free to all Community Pharmacy Contractors across Kent and Medway	
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.	
NHS Mail	Pharmacy IT	Access regularly (at least once a month)	From 1st December 2022, personal NHS-mail 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	
Pharmacy Profile Update	Contractual	31 st June 2024	Ensure your Directory of Services and NHS website profiles are up to date by updating your NHS Profile Manager once each quarter. The deadline for this quarter is 31st June 2024.	

If you require additional support from Community Pharmacy Kent (Kent LPC) please contact the office team:

Name	Job Position	Email contact
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