

Community Pharmacy Kent Deadline Tracker February 2025

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	Service Income	From 1 st February 2025	Pharmacy First: The activity threshold for February is 25. A minimum of 25 consultations are to be completed to pass the gateway point to be eligible for the £1,000 monthly payment. 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	
Original Pack Dispensing	Pharmacy Regulations	January 2025	From 1st January 2025, there was an amendment made to the pharmacy regulations that state the supervising pharmacist must consider dispensing up to 10% more or less than the prescribed quantity. Full CPE webinar can be watched by clicking here . There are also FAQ from CPE which can be viewed by clicking here .	
CPE Pressure Survey		28 th February 2025	The 4 th Annual Pressure Survey has been launched by the CPE, please completed as soon as possible. For pharmacy owners, please click here to complete and for Pharmacy teams, click here to complete.	
Pharmacy Contraception Service	Optional	Limited places available – Register as soon as possible	CPPE and Kent LPC – NHS Pharmacy Contraception workshop - face to face workshops to support the delivery of effective consultations. Sunday 2 nd February 2025 11am – 3pm at Mercure Hotel Maidstone Kent. To register your attendance, please send an email with your Full name, GPhC number, Email and Contact telephone number to natalia.bejan@kentlpc.org.uk	
NHS Advance Service	Service Income	31 st March 2025	From the 31st of March 2025, Contractors will need to deliver Pharmacy Contraception Service and Hypertension Case Finding as well as meeting the relevant consultation threshold to qualify for the £1000 fixed payment.	

NHS Profile Manage	Contractual Requirement	Complete by 31st March 2025	<p>Ensure the DoS and NHS.uk website pharmacy profile is comprehensive and accurate by updating via the NHS Profile Manager.</p> <p>Verify and where necessary, update the information contained in the profile at least once each quarter. The financial quarters are:</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>Click here for the new NHS profile Manager tools for updating DoS and NHS website.</p> <p>Note the NHS Terms of Service require pharmacy owners to check that their opening hours, contact information, facilities and services information are up to date for each profile, each financial quarter. Check that each module is marked as verified even if no change is required to the information. All boxes must be ticked in the NHS profile Manager otherwise it will be marked as incomplete. The facilities section is the profile most often missed for confirmation</p>	
MYS – Unplanned Closures	Contractual	Ongoing	<p>The Terms of Service require NHS community pharmacy owners to have a business continuity plan for temporary suspensions due to illness or other reasons beyond their control and to action the plan when necessary. Notifications of unplanned temporary suspensions of services (closures) can now be made via the MYS Portal. Find out more here.</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	
Serious Shortage Protocols (SSPs)	Dispensing		Active SSPs Can be found 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	To access training click the link Pharmacy Training - Virtual Outcomes This training platform is free to all Community Pharmacy Contractors across Kent and Medway	
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	

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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