



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
51	<b>6</b> .	E 4St A 11		completed
Pharmacy First	Service	From 1 <sup>st</sup> April 2025	Pharmacy First: The activity threshold for March is 30. A minimum of 30 consultations	
	Income	2025		
			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	
Discours and Final	Comico	245 Manuel 2025	reach the increased target	
Pharmacy First	Service	31 <sup>st</sup> March 2025	Deadline for pharmacy owners who are	
Service	Income		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)	
Annual Complaints	Contractual	As soon as	Pharmacy Owners must send a copy of their	
Report		possible	Annual Complaint Report to the local	
			contract management team. Please click	
			here to read more	
Pharmacy Profile	Contractual	1 <sup>st</sup> April 2025 –	Ensure your Directory of Services and NHS	
Update		30 <sup>th</sup> June 2025	website profiles are up to date by updating	
			your <u>NHS Profile Manager</u>	
Data Security and		Ongoing	The 2025 DSP Toolkit workshop webinar is	
Protection (DSP)			now available on demand. Please click <u>here</u>	
Toolkit			to watch.	
Healthy Living	Contractual	31 <sup>st</sup> March 2025	Undertake at least one community	
Pharmacy (HLP)			engagement exercise per financial year on	
			the promotion of healthy living which	
			involves:	
			<ul> <li>Actively working in collaboration with other</li> </ul>	
			organisations to deliver pharmacy outreach	
			and any locally commissioned services; and	
			<ul> <li>Taking prevention and health promotion</li> </ul>	
			services beyond the pharmacy premises.	
			Pharmacy outreach may be face to face and	
			take services to people where they live or	
			spend time or may be virtual events	
MYS – Unplanned	Contractual	Ongoing	The Terms of Service require NHS community	
Closures			pharmacy owners to have a business	



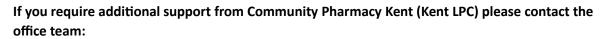
Summary of payments including claiming deadlines	Pharmacy income	See dates on attached link	continuity plan for temporary suspensions due to illness or other reasons beyond their control and to action the plan when necessary. Notifications of unplanned temporary suspensions of services (closures) can now be made via the MYS Portal. Find out more here.  follow the link below for claiming deadline of nationally commissioned services.	
Serious Shortage Protocols (SSPs)	Dispensing		Active SSPs Can be found <u>here</u>	

## **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	
			<u>Training - Virtual Outcomes</u>	
			This training platform is free to all	
			Community Pharmacy Contractors across	
			Kent and Medway	
Community	Communications	Ongoing	Encourage your locums and the rest of	
Pharmacy Kent			your pharmacy team to join the	
(CPK) newsletter			Newsletter Mailing list <u>here</u> to ensure	
			they are up to date with new guidance	
			and updates in the rapidly changing	
			pharmacy environment.	
NHS Mail	Pharmacy IT	Access	From 1st December 2022, personal NHS-	
		regularly (at	mail accounts which are not used for 30	
		least once a	days will be marked inactive and inactive	
		month)	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 <u>here</u>	





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