

Community Pharmacy Kent Deadline Tracker May 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
Annual Complaints Report	Contractual	As soon as possible	Pharmacy Owners must send a copy of their Annual Complaint Report to the local contract management team. Please click here to read more	
PQS Aspiration Payment	Pharmacy Income	As soon as possible	The Aspiration Payment window for PQS opens at 9am on 1st May 2025 and closes at 11:59pm on 16th May 2025 If you wish to claim for a PQS Aspiration payment, ensure you claim for this on the MYS portal as soon as possible. Click on this link for further information.	
Pharmacy First monthly Payment	Pharmacy Income	1 st October 2025	In addition, to being registered to provide Pharmacy First, PCS and HCFS to receive the monthly PF payments, subject to also achieving the relevant volume of clinical pathway consultations, the pharmacy must also deliver at least one Ambulatory Blood Pressure Monitoring (ABPM) provision per month.	
Pharmacy First	Service Income	From 1 st May 2025	Pharmacy First: The activity threshold for May is 30. A minimum of 30 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	
Pharmacy Quality Service Payment Scheme	Service Income	Ongoing	Information about this year's Gateway Criteria for PQS has been announced. Pharmacy owners are NOT required to make a declaration for this as this will be verified by a post-payment review of the pharmacy declaration ▪ Sign up to deliver Pharmacy First and Pharmacy Contraception Service by the end of 31st August 2025 To find out more, Click here	
Post Payment Verification	Contractual	Ongoing	With PPV activity increasing, it's important for pharmacy teams to familiarise themselves with the process and have the	

			necessary records in place. Please click here to read the full guidance.	
Pharmacy Profile Update	Contractual	1 st April 2025 – 30 th June 2025	Ensure your Directory of Services and NHS website profiles are up to date by updating your NHS Profile Manager	
MYS – Unplanned Closures	Contractual	Ongoing	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 .	
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	
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If you require additional support from Community Pharmacy Kent (Kent LPC) please contact the office team:

Name	Job Position	Email contact
Adeyinka Jolaoso	Service Development Manager	Adeyinka.jolaoso@kentlpc.org.uk
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