

## Community Pharmacy Kent Deadline Tracker June 2025

**Please liaise with your company head office if you are part of a pharmacy group or multiple.**

### Date Sensitive Tasks

The following tasks need to be completed by the date specified below

Subject	Requirement	Deadline	Action and links	Tick when completed
<b>Pharmacy First monthly Payment</b>	Pharmacy Income	From 1 <sup>st</sup> October 2025	In addition to being registered to provide Pharmacy First, Pharmacy Contraception Service, and Hypertension Case Finding Service 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.	
<b>Community Pharmacy Technician Apprenticeship Programme</b>	Pharmacy Income	15 <sup>th</sup> June 2025	Pharmacy contractors can apply for the Community Pharmacy Technician Apprenticeship Programme (CPTAP) and the funding application is through an expression of interest (EoI) submitted via this <a href="#">link</a>	
<b>DSP Toolkit</b>	Contractual requirement	From 1 <sup>st</sup> June	The deadline for community pharmacy contractors to complete the Data Security and Protection Toolkit 2025 is 30th June 2025 <ul style="list-style-type: none"> <li>▪ Watch the on-demand webinar <a href="#">here</a></li> <li>▪ See other resources <a href="#">here</a></li> </ul>	
<b>Lateral Flow Distribution</b>	Pharmacy Income	16 <sup>th</sup> June 2025	Following the NICE guidance on antiviral treatment for Covid19 that was amended on 1st May, NHS England have agreed a four week notice period for pharmacy owners to allow them to brief staff and to update their SOP for the service. Click <a href="#">here</a> to read more	
<b>Pharmacy Quality Service Payment Scheme</b>	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 <ul style="list-style-type: none"> <li>▪ Sign up to deliver Pharmacy First and Pharmacy Contraception Service by the end of 31st August 2025</li> </ul> To find out more, Click <a href="#">here</a>	
<b>Post Payment Verification</b>	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 <a href="#">here</a> to read the full guidance.	
<b>Pharmacy Profile Update</b>	Contractual	1 <sup>st</sup> April 2025 – 30 <sup>th</sup> June 2025	Ensure your Directory of Services and NHS website profiles are up to date by updating your <a href="#">NHS Profile Manager</a>	
<b>MYS – Unplanned Closures</b>	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 <a href="#">MYS Portal</a> . Find out more <a href="#">here</a> .	
<b>Summary of payments, including claiming deadlines</b>	Pharmacy income	See dates on the attached link	Follow the link below for the claiming deadline of nationally commissioned services. <a href="#">here</a>	
<b>Serious Shortage Protocols (SSPs)</b>	Dispensing		Active SSPs can be found <a href="#">here</a>	

## Regular Tasks

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

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

			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 <a href="#">here</a>	
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**If you require additional support from Community Pharmacy Kent (Kent LPC) please contact the office team:**

<b>Name</b>	<b>Job Position</b>	<b>Email contact</b>
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