y

**Community Pharmacy Tracker and key tasks**

**August 2025**

Blue and orange text on a black background

Description automatically generated ****

# Pharmacies across Southwest London - important messages to share with your teams this week and any necessary actions.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject** | **Requirement** | **Deadline** | **Action and links** | **Tick when completed** |
| **Pharmaceutical Needs assessments (PNA)**  **consultation** | Consultation | 7th September 2025 | A PNA, informs decisions about new NHS pharmacy applications and service developments. This consultation is being led by the borough Health & Wellbeing Board (HWB) PNA steering group, Please make sure you comment on the draft PNA. Please see the newsletter. |  |
| **National Flu service FLU Sign up to the National Booking** | Contractual | 11th August | For Pharmacies not yet signed up to NBS, apply before the 11th August to ensure access from 18th August. [**https://cpsc.org.uk/news/latest-cpsc-news/flu-vaccination-service-4**](https://cpsc.org.uk/news/latest-cpsc-news/flu-vaccination-service-4) |  |
| **National Flu service**  **NEW 2 & 3 Year Old Children Flu Vaccination Service** | Contractual | During August 2025 | Service Specification now available for the Live attenuated influenza vaccine nasal spray suspension (LAIV) nasal spray vaccine. Pharmacies will need to register on MYS during August to be able to offer this service. [**https://cpsc.org.uk/news/latest-cpsc-news/childrens-flu-vaccination-advanced-service**](https://cpsc.org.uk/news/latest-cpsc-news/childrens-flu-vaccination-advanced-service) |  |
| **Expression of interest End of life care service** | Contractual | 11th August | South West London ICB are seeking expressions of interest for Enhanced Availability of End of Life Care (EOLC) medicines.  If you wish to express an interest in this service please complete the form at the following link:   * [https://forms.office.com/e/nkJZGdej0W](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2Fe%2FnkJZGdej0W&data=05%7C02%7Cdavid.tambyrajah%40nhs.net%7C7c649789a37d4f5a18b108ddcb949f7a%7C37c354b285b047f5b22207b48d774ee3%7C0%7C0%7C638890561371714511%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=BiKAIGrkw6jsPjGcYQD9WgoRqf4nycDzpIwDS%2B5uYQc%3D&reserved=0) |  |
| **National EHC service** | Contractual | October 2025 | * EHC will be added to the Pharmacy Contraception Service from October 2025. |  |

**Regular Tasks** The following tasks need to be completed on a daily / monthly basis:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject** | **Requirement** | **Deadline** | **Action and links** | **Tick when completed** |
| **Check NHS Shared Mailbox** | Pharmacy Business | Twice a day (minimum) | NHSE&I and CPSC regularly send important communications to your NHS Shared Mailbox.  Please ensure at least 2 members of staff have access your Mailbox and that it is checked at least twice a day.  [**How to information here.**](https://psnc.org.uk/digital-and-technology/nhs-mail/) |  |
| **Online Profile Update using NHS Profile Manager** | Contractual | Quarterly | Using the [,NHS Profile](https://organisation.nhswebsite.nhs.uk/) [Manager](https://organisation.nhswebsite.nhs.uk/) ensure your Directory of Services (DoS) and NHS website pharmacy profiles are up to date. This needs to be verified each quarter.  **Remember to update your profile if you have to temporarily close the pharmacy during its normal hours.** |  |
| **Local Services** | Payments | By the 5th of each month | Please claim all your locally commissioned services. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PharmOutcomes Access** | Information & Support | Now | Check that pharmacy staff have access to PharmOutcomes during all opening times, especially when locums are on duty; set-up additional accounts if needed. Instructions can be found [here.](https://pharmoutcomes.org/pharmoutcomes/guides/provider/11.%20Administration%20-%20Creating%20New%20Users%20v1.pdf)  Please ensure PharmOutcomes is checked regularly throughout the day (minimum 3 times a day) and action any referrals received for the following services:   * The Pharmacy First Service * The Discharge Medicines Service * The Hypertension Case Finding * The Contraception Service * The Smoking Cessation service |  |
| **Summary of payments including claiming deadlines** | Pharmacy  Income | At different dates please follow the summary to make claims | A summary of payment claiming deadlines can be found [here.](https://psnc.org.uk/dispensing-supply/payment-accuracy/monthly-payments/payment-timetable-and-deadline-tracker/) |  |
| **Serious Shortage Protocols (SSPs)** | Dispensing | Ongoing | Active SSPs Can be found [**here.**](https://psnc.org.uk/dispensing-and-supply/supply-chain/ssps/) |  |
| **MHRA Drug Safety**  **Newsletter** | Dispensing | Monthly | Download the monthly newsletter[**here**](https://www.gov.uk/government/publications/drug-safety-update-monthly-newsletter?utm_source=d11a497b-5c5f-4265-abc4-530cf808e996&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate) |  |
| **Drug Tariff** | Dispensing | Monthly | Updates on the drug tariff can be found[**here**](https://cpe.org.uk/our-news/drug-tariff-watch-april-2025/) |  |
| **LPC email distribution list and LPC borough WhatsApp group** | Communications |  | The LPC encourages pharmacy managers and locums to join the LPC mailing list to ensure they are up to date with changes.  Contractors, Pharmacy Superintendents , responsible |  |

**With thanks to Greater Manchester LPC**