



March 2023

PSNC Briefing 006/23: CPCF services, PQS and Terms of Service – Important dates and checklist (v5)

This PSNC Briefing provides a checklist of important dates for the Community Pharmacy Contractual Framework (CPCF) which relate to services including the Community Pharmacist Consultation Service (CPCS); COVID-19 Vaccination Service; Flu Vaccination Service; Hepatitis C Testing Service; Hypertension Case-Finding Service; New Medicine Service (NMS); and the Pharmacy Contraception Service (PCS). It also highlights important dates for the 2022/23 Pharmacy Quality Scheme (PQS), the contractual public health campaign and Terms of Service (ToS) requirements, as well as dates when relevant news stories have been published which highlight resources for these services/requirements.

This Briefing is a 'live' document and will be updated as and when announcements and dates are confirmed. Therefore, community pharmacy contractors are welcome to print out this Briefing for reference; however, they should be alert to the fact that additional information may be added to the document and are encouraged to check: psnc.org.uk/briefings to ensure they have the latest version of the Briefing. Contractors are also encouraged to sign up to our newsletters at psnc.org.uk/enews so the latest information is delivered straight to their inbox.

This Briefing is version 5 of the checklist. New additions to the Briefing have been highlighted in red as '**NEW ADDITION TO THIS BRIEFING**' and the 'Information and suggested action' boxes have been highlighted in grey to make it easier for contractors to see what additional information has been added.

The important dates and checklist starts from the beginning of September 2022, even though the Briefing was originally published in November 2022 as this is when the contractor announcement on the Year 4 and 5 deal for community pharmacy was made; some of these previous dates and actions may still be relevant to contractors. Those that are no longer relevant to all have been included for completeness and information purposes only.

If you have queries on this PSNC Briefing or you require more information, please contact the PSNC Services Team via: services.team@psnc.org.uk.

September 2022

Date	Information and suggested action	Tick
1st September 2022	COVID-19: COVID-19 Vaccination Enhanced Service (phase 5) starts. Flu: 2022/23 Flu Vaccination Service starts.	<input type="checkbox"/>
5th September 2022	COVID-19: Incentive to prioritise the vaccination of care home residents and housebound people starts.	
6th September 2022	ToS: An announcement is made that contractors must complete a mandatory annual community pharmacy workforce survey from 2022 but that they no longer need to complete the annual Patient Satisfaction Survey from 1st October 2022. This is a mandatory requirement for all contractors. Action: Read the news story to ensure you understand the new ToS requirement.	<input type="checkbox"/>

7th September 2022	<p>COVID-19: Health and care workers, including pharmacy staff can book their COVID-19 booster vaccinations through the National Booking Service (NBS).</p> <p>Action: If not already done so, highlight to staff that they are entitled to a COVID-19 booster vaccination and how they can book this.</p>	<input type="checkbox"/>
22nd September 2022	<p>CPCF: Contractor announcement on the CPCF arrangements for 2022/23 and 2023/24 is made.</p> <p>Action: Read the joint letter to understand what changes are being made to the CPCF.</p> <p>PQS: Initial details of the 2022/23 PQS are announced.</p>	<input type="checkbox"/>
29th September 2022	<p>NMS: NHS England (NHSE) confirm that contractors are not required to submit their completed NMS quarterly summary data to the NHS Business Services Authority (NHSBSA) for July to September 2022 as the requirement is postponed again.</p> <p>PSNC is continuing to press NHSE for a review of this data requirement and for early confirmation for contractors on a decision regarding reporting for quarters 3 and 4 in 2022/23. Once a decision is reached, this will be communicated to contractors through the normal PSNC channels and this Briefing will be updated.</p>	<input type="checkbox"/>
30th September 2022	<p>ToS: Deadline for verifying and, where necessary, updating the information contained in a pharmacy's NHS website profile and their Directory of Services (DoS) profile for the 1st July to 30th September 2022 quarter of the financial year. This is a mandatory requirement for all contractors.</p>	<input type="checkbox"/>

October 2022

Date	Information and suggested action	Tick
1st October 2022	<p>ToS: Changes introduced to the required notice periods for changing supplementary hours.</p> <p>Action: Read the news story to ensure you understand the changes if you want to change your supplementary hours.</p> <p>ToS: Contractors are no longer required to undertake an annual Patient Satisfaction Survey in 2022/23 and going forward.</p> <p>Action: Consider removing the summary of feedback from your last Patient Satisfaction Survey from where this is displayed (the summary of feedback should have been published via one or more of the following options: displayed in the pharmacy, via a leaflet, poster or other means; or on the pharmacy's website).</p> <p>ToS: New requirement starts which requires contractors to complete an annual workforce survey (see 6th September 2022 entry for further information).</p>	<input type="checkbox"/>
Between 1st October 2022 and 31st December 2022	<p>ToS: Contractors must verify and, where necessary, update the information contained in their NHS website profile and their DoS profile at least once each quarter of the financial year. The new quarter starts on 1st October 2022 and ends on 31st December 2022. This is a mandatory requirement for all contractors.</p> <p>Actions:</p> <ul style="list-style-type: none"> Register for NHS Profile Manager with your personal NHSmail address if you haven't already; and Once registered, update your NHS Profile Manager pharmacy profile. For each profile check that the pharmacy's opening times, contact information and services information are up to date or verify this information if it is correct. Even if no changes have been made during the financial quarter, you must still verify this 	<input type="checkbox"/> <input type="checkbox"/>

	information using NHS Profile Manager as this creates a record which will act as evidence to NHSE that these actions have been undertaken.	
3rd October 2022	CPCS: Referrals from NHS 111 online to CPCS to now include those for minor illness consultations , as well as the current referrals received for urgent medicine supplies.	
5th October 2022	PQS: The PQS Drug Tariff Determination for the 2022/23 Scheme is published. Action: Read the PQS Drug Tariff Determination to decide if you want to participate in PQS and which domains you want to work towards achieving.	<input type="checkbox"/>
6th October 2022	ToS: The Community Pharmacy Workforce Survey 2022 opens. Action: Complete the survey. This is a mandatory requirement for all contractors.	<input type="checkbox"/>
7th October 2022	CPCF: CPCF Year 4 and 5 on-demand webinar is made available. Action: If you didn't watch the live webinar, consider watching the on-demand webinar. ToS: Information published on the PSNC website highlighting the procedure that contractors should follow for unplanned temporary closures for reasons beyond their control. Action: Read the news story to ensure you understand the procedure to follow if your pharmacy has to close temporarily for an unplanned reason.	<input type="checkbox"/>
10th October 2022	PQS: The 2022/23 Scheme officially starts.	
	PQS: Window opens to claim the PQS Aspiration payment .	
	PQS: Window opens to start the following criteria (which are included in the Respiratory Domain of PQS): <ul style="list-style-type: none">• Inhaler waste management;• Use of a spacer in patients aged 5-15 years; and• Personalised asthma action plans. DO NOT MISS THIS START DATE: CONTRACTORS NEED TO START WORKING ON THESE FROM THIS DATE TO ENSURE THEY ARE ELIGIBLE TO MEET THE QUALITY CRITERIA. Action: Review the resources available and brief the pharmacy team so you are ready to start working towards meeting these quality criteria on 10th October 2022.	<input type="checkbox"/>
	PQS: MYS audit collection tool opens at 9am for the antimicrobial stewardship criterion.	
11th October 2022	PQS: NHSE PQS guidance is published. Action: Read the NHSE PQS guidance.	<input type="checkbox"/>
12th October 2022	PQS: Digital guide, workbook and other resources are published. Action: Consider watching the PQS digital guide and review the resources available to see if you want to use any of these to support you to meet the PQS requirements.	<input type="checkbox"/>
15th October 2022	Flu: The 50 to 64 year old cohort can now be vaccinated . Action: Consider if you want to promote the availability of the Flu Vaccination Service to patients in this cohort and decide on what actions to take to do this.	<input type="checkbox"/>
23rd October 2022	COVID-19: Incentive to prioritise the vaccination of care homes residents and housebound people ends.	

November 2022

Date	Information and suggested action	Tick
4th November 2022	PQS: Window closes to claim the Aspiration payment on the MYS portal at 11.59pm.	<input type="checkbox"/>
14th November 2022	ToS: An announcement is made on the national clinical audit 2022/23 which is on valproate prescribing . Completion of this audit is a mandatory requirement for all contractors. Action: Read the audit paperwork and plan when you intend to carry this out (contractors can choose the six-week consecutive period in which to complete the audit (as long as this is completed by 31st March 2023).	<input type="checkbox"/>
22nd November 2022	PQS: Assessment framework on PharmOutcomes is published. Action: Consider viewing the assessment framework to see if you want to use it to support you to meet the PQS requirements.	<input type="checkbox"/>
30th November 2022	ToS: The Community Pharmacy Workforce Survey 2022 closes. Completion of this survey is a mandatory requirement for all contractors. Action: If you have not yet completed the survey, complete this today.	<input type="checkbox"/>

December 2022

Date	Information and suggested action	Tick
1st December 2022	PQS: Aspiration payment is paid to contractors. Action: If you claimed for an Aspiration payment check your Schedule of Payments to ensure you have received this payment.	<input type="checkbox"/>
16th December 2022	PCS: The service specification for the PCS is published. Action: Read the service specification to decide if you want to participate in PCS.	<input type="checkbox"/>
31st December 2022	ToS: Deadline for verifying and, where necessary, updating the information contained in a pharmacy's NHS website profile and their DoS profile for the 1st October to 31st December 2022 quarter of the financial year. This is a mandatory requirement for all contractors.	<input type="checkbox"/>

January 2023

Date	Information and suggested action	Tick
Between 1st January and 31st March 2023	ToS: Contractors are required to verify and, where necessary, update the information contained in their NHS website profile and their DoS profile at least once each quarter of the financial year. The new quarter starts on 1st January and ends on 31st March 2023. This is a mandatory requirement for all contractors. Actions: <ul style="list-style-type: none"> Register for NHS Profile Manager with your personal NHSmail address if you haven't already; and Once registered, update your NHS Profile Manager pharmacy profile; for each profile check that the pharmacy's opening times, contact information and services information are up to date or verify this information if it is correct (even if no changes have been made during the financial quarter, contractors must still verify 	<input type="checkbox"/> <input type="checkbox"/>

	<p>this information using NHS Profile Manager as this creates a record which will act as evidence to NHSE that these actions have been undertaken).</p>	
3rd January 2023	<p>Contractual public health campaign: Campaign on weight management starts.</p> <p>Action: Make sure you have displayed the promotional materials if you have ordered these from the Campaign Resource Centre website and/or start using the digital resources (available to download from the Campaign Resource Centre website). Participation in the campaign is a mandatory requirement for all contractors.</p>	<input type="checkbox"/>
9th January 2023	<p>NEW ADDITION TO THIS BRIEFING</p> <p>PQS: The declaration questions are published by the NHSBSA.</p> <p>Action: Consider viewing these ahead of making your PQS declaration.</p>	<input type="checkbox"/>
11th January 2023	<p>PCS: Tier 1 of the PCS was planned to start from this date; however, the start date has been delayed and is now expected to commence in early 2023.</p> <p>The exact start date is yet to be agreed, as now the service specification has been published, community pharmacy IT system suppliers need time to develop support for the service, so this is available to contractors from the service commencement date.</p>	
13th January 2023	<p>NEW ADDITION TO THIS BRIEFING</p> <p>ToS: PSNC guidance is published on the 2022/23 Data Security and Protection Toolkit.</p> <p>Action: Read the guidance and consider completing the toolkit as soon as possible (deadline is 30th June 2023). Completion of the toolkit is a mandatory requirement for all contractors.</p>	<input type="checkbox"/>
16th January 2023	<p>PQS: NHS Profile Manager can be updated if the pharmacy routinely holds the 16 palliative and end of life critical medicines listed in the PQS Drug Tariff Determination (if contractors are not a stockholder of these 16 palliative and end of life critical medicines, they are not required to update NHS Profile Manager).</p> <p>Action: If you routinely stock the 16 palliative and end of life critical medicines, update NHS Profile Manager.</p>	<input type="checkbox"/>
29th January 2023	<p>Contractual public health campaign: Campaign on weight management ends.</p> <p>Action: At the end of the day/start of the next day, contractors can remove any promotional materials on the weight management campaign. However, the PQS requirement is to proactively discuss weight management with a minimum of 25 people and refer at least four patients (who meets the criteria for referral) to either a Local Authority funded tier 2 weight management service or the NHS Digital Weight Management Programme. Therefore, pharmacy teams may want to consider leaving the materials on display in their pharmacy until they have met the PQS requirements or until 31st March 2023, which is the deadline for meeting the PQS requirements.</p>	<input type="checkbox"/>

February 2023

Date	Information and suggested action	Tick
2nd February 2023	<p>NEW ADDITION TO THIS BRIEFING</p> <p>PQS: Antibiotic review data is published by the NHSBSA.</p> <p>Action: Review the NHSBSA spreadsheet to check your pharmacy's status is correct.</p>	<input type="checkbox"/>
4th February 2023	<p>PQS: Deadline to start antibiotic review (eight weeks till 31st March 2023).</p> <p>Action: If you have not started the antibiotic review, start this today.</p>	<input type="checkbox"/>

6th February 2023	<p>PQS: The window opens for contractors to claim for a PQS payment on MYS (this opens at 9am).</p> <p>Action: Make your PQS declaration on MYS before the deadline (11.59pm on 3rd March 2023).</p>	<input type="checkbox"/>
8th February 2023	<p>NEW ADDITION TO THIS BRIEFING</p> <p>ToS: Reminder news story published about the requirement to complete the national clinical audit 2022/23 on valproate prescribing and have entered the audit data on the NHSBSA MYS platform by 31st March 2023. A spreadsheet which lists whether contractors have submitted their audit data on the MYS portal has also been published by the NHSBSA. Completion of this audit is a mandatory requirement for all contractors.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Complete the audit and enter the data on the MYS portal if not already done so. • Review the NHSBSA spreadsheet to check your pharmacy's status is correct. 	<input type="checkbox"/> <input type="checkbox"/>
9th February 2023	<p>NEW ADDITION TO THIS BRIEFING</p> <p>NMS: Contractors are asked by NHSE to voluntarily submit NMS quarterly summary data to the NHSBSA for Quarter 3 2022/23.</p> <p>Consider whether you wish to submit your NMS quarterly summary data. If so, voluntary submissions can be made via the NHSBSA website, where an updated reporting spreadsheet is also available for head offices to use who are able to submit data on behalf of multiple pharmacies. The last date for voluntary submissions for Q3 is 19th March 2023.</p>	<input type="checkbox"/>
12th February 2023	<p>NEW ADDITION TO THIS BRIEFING</p> <p>COVID-19: The current autumn 2022 booster campaign for COVID-19 ends. However, there is likely to be a need for a smaller network of COVID-19 vaccination sites in spring/summer 2023.</p> <p>Where it has been agreed that a community pharmacy provider can continue to support a spring 2023 campaign, the service specification will be extended until 31st August 2023.</p> <p>Action: If your pharmacy has been advised that it will not be required to support a spring 2023 campaign for COVID-19 vaccinations, at the end of the day remove any promotional materials for the COVID-19 Vaccination Enhanced Service (phase 5) (including any on your website) and ensure all staff are aware that your site's provision of the service has now finished.</p>	<input type="checkbox"/>
17th February 2023	<p>ToS: Deadline to start the national clinical audit on valproate prescribing (six weeks till the 31st March 2023 when the audit must be completed by). Completion of this audit is a mandatory requirement for all contractors.</p> <p>Action: If you have not started the national clinical audit, start this today.</p>	<input type="checkbox"/>
23rd February 2023	<p>NEW ADDITION TO THIS BRIEFING</p> <p>ToS: PSNC webinar on the Data Security and Protection Toolkit 2022/2023.</p> <p>Action: If you were not able to attend the live webinar, consider watching the recording of the webinar to help with completion of the Data Security and Protection Toolkit for 2022/23.</p>	<input type="checkbox"/>
After the PQS declaration has	<p>PQS: As part of PQS, pharmacy teams do not need to continue to offer NMS, with the appropriate inhaler technique check.</p>	

been made	PQS: As part of PQS, pharmacy teams do not need to continue to have conversations with patients, their carers or representatives about the environmentally safe disposal of inhalers.	
	PQS: As part of PQS, pharmacy teams do not need to continue with the 'Use of a spacer in patients aged 5-15 years' quality criterion.	
	PQS: As part of PQS, pharmacy teams do not need to continue with the 'Personalised Asthma Action Plans' quality criterion.	
	PQS: As part of PQS, contractors do not need to continue with the 'Referrals for patients using three or more short-acting bronchodilator inhalers without any corticosteroid inhaler in six months' quality criterion.	

March 2023

Date	Information and suggested action	Tick
From March 2023 (Date TBC)	CPCS: The CPCS will be expanded to enable urgent and emergency care settings to refer patients to a community pharmacist for a consultation for minor illness or urgent medicines supply.	
3rd March 2023	PQS: The window closes for contractors to claim for a PQS payment on MYS (this closes at 11.59pm). DO NOT MISS THIS DEADLINE: CONTRACTORS WILL NOT BE ABLE TO CLAIM A PQS PAYMENT IF THEY MISS THIS DEADLINE. Action: If not already done so, complete the PQS declaration on MYS today.	<input type="checkbox"/>
8th March 2023	NEW ADDITION TO THIS BRIEFING PQS: Updated antibiotic review data and NMS data is published by the NHSBSA. Action: Review the NHSBSA spreadsheets to check your pharmacy's status is correct.	<input type="checkbox"/>
	NEW ADDITION TO THIS BRIEFING PQS: Data on the number of referrals to the NHS Digital Weight Management Programme is published by the NHSBSA. Action: Review the NHSBSA spreadsheets to check your pharmacy's status is correct.	<input type="checkbox"/>
	NEW ADDITION TO THIS BRIEFING ToS: Reminder news story published about the requirement to complete the national clinical audit 2022/23 on valproate prescribing and have entered the audit data on the NHSBSA MYS platform. An updated spreadsheet which lists whether contractors have submitted their audit data on the MYS portal has also been published by the NHSBSA. Completion of this audit is a mandatory requirement for all contractors. Actions: <ul style="list-style-type: none"> • Complete the audit and enter the data on the MYS portal if not already done so. • Review the NHSBSA spreadsheet to check your pharmacy's status is correct. 	<input type="checkbox"/>
19th March 2023	NEW ADDITION TO THIS BRIEFING NMS: Deadline for contractors to voluntarily submit NMS quarterly summary data to the NHSBSA for Quarter 3 2022/23. Action: If not already done so, and you wish to submit your data, submit this via the NHSBSA website today.	<input type="checkbox"/>

31st March 2023	<p>AMENDMENT TO PREVIOUS BRIEFING</p> <p>COVID-19: In the previous version of this Briefing (v4) it stated that the COVID-19 vaccination Enhanced service (phase 5) for autumn/winter would end on this date. NHSE has since announced that this service will finish on 12th February 2023, so the Briefing has been updated to reflect this.</p> <p>Flu: 2022/23 Flu Vaccination Service ends.</p> <p>Action: At the end of the day remove any promotional materials for the Flu Vaccination Service (including any on your website) and ensure all staff are aware that the service has now finished for 2022/23.</p> <p>Hepatitis C Testing Service: The Hepatitis C Testing Service is due to end.</p> <p>Hypertension Case-Finding Service: Deadline for contractors to have achieved their incentive fee threshold for 2022/23 (need to provide 15 ABPMs between 1st April 2022 and 31st March 2023 to achieve the incentive fee).</p> <p>PQS: Deadline for ensuring the requirements of the gateway and quality criteria (excluding those that need to be met by the day of the declaration (see above)) have been met.</p> <p>Action: If not already done so, ensure you meet the gateway and quality criteria (excluding those that need to be met by the day of the declaration (see above)) by the end of the day.</p> <p>PQS: MYS audit collection tool closes at 11.59pm for the antimicrobial stewardship (AMS) criterion.</p> <p>Action: If you have not entered your data for the AMS criterion, enter this by the end of the day.</p> <p>ToS: Deadline for verifying and, where necessary, updating the information contained in a pharmacy's NHS website profile and their DoS profile for the 1st January to 31st March 2023 quarter of the financial year. This is a mandatory requirement for all contractors.</p> <p>ToS: Deadline to have completed the national clinical audit 2022/23 on valproate prescribing and have entered the audit data on the NHSBSA MYS platform. Completion of this audit is a mandatory requirement for all contractors.</p>	
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April 2023

Date	Information and suggested action	Tick
1st April 2023	<p>Hypertension Case-Finding Service: Contractors can start working towards achieving their incentive fee for 2023/24 (need to provide 20 ABPMs between 1st April 2023 and 31st March 2024 to achieve the incentive fee).</p>	
Between 1st April and 30th June 2023	<p>ToS: Contractors are required to verify and, where necessary, update the information contained in their NHS website profile and their DoS profile at least once each quarter of the financial year. The new quarter starts on 1st April and ends on 30th June 2023. This is a mandatory requirement for all contractors.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Register for NHS Profile Manager with your personal NHSmail address if you haven't already. • Once registered, update your NHS Profile Manager pharmacy profile; for each profile check that the pharmacy's opening times, contact information and services information are up to date or verify this information if it is correct (even if no 	<input type="checkbox"/> <input type="checkbox"/>

	changes have been made during the financial quarter, contractors must still verify this information using NHS Profile Manager as this creates a record which will act as evidence to NHSE that these actions have been undertaken).	
Beginning of April 2023	<p>NMS: Contractors are required to submit their completed NMS electronic reporting template to the NHSBSA within 10 working days from the last day of March 2023.</p> <p>Action: Submit electronic reporting template.</p>	<input type="checkbox"/>
As soon as reasonably practicable after the end of 2022/23	<p>ToS: Contractors must send a copy of their annual complaints report to the local NHSE team as soon as reasonably practicable after the end of the year to which the report relates. This is a mandatory requirement for all contractors.</p> <p>Action: Send the annual complaints report to the local NHSE team.</p>	<input type="checkbox"/>
3rd April 2023	<p>NEW ADDITION TO THIS BRIEFING</p> <p>COVID-19: Spring 2023 COVID-19 Booster Campaign vaccination service can commence with vaccinating residents in older adult care homes.</p> <p>Action: If your pharmacy is commissioned to vaccinate care home residents, you can begin providing the spring 2023 COVID-19 Booster campaign vaccinations from this date.</p> <p>PQS: Contractors will be paid their PQS payment (if they claimed within the required time period).</p> <p>Action: Check your Schedule of Payments to ensure you have received this payment.</p>	<input type="checkbox"/>
5th April 2023	<p>NEW ADDITION TO THIS BRIEFING</p> <p>COVID-19: NBS opens to bookings from the public for Spring 2023 COVID-19 Booster Campaign vaccination service.</p> <p>Action: If your pharmacy will be providing the spring 2023 COVID-19 Booster campaign vaccinations, ensure that you have added your clinic availability to NBS before this date or by an operationally confirmed deadline.</p> <p>PQS: Deadline to have claimed payment for the provision of at least 20 NMS to meet the Advanced services gateway criterion for PQS (contractors must have delivered a minimum of 20 NMS between 1st April 2022 and end of 31st March 2023). Therefore, any NMS delivered in March 2023 must be claimed by 5th April 2023; claims after this date will not be considered for the gateway criterion.</p> <p>Action: Ensure you have claimed for any NMS delivered during March 2023.</p>	<input type="checkbox"/>
17th April 2023	<p>NEW ADDITION TO THIS BRIEFING</p> <p>COVID-19: Spring 2023 COVID-19 Booster Campaign vaccination service officially starts.</p>	
19th April 2023	<p>NMS: Subject to positive evaluation of an ongoing pilot, the NMS will be expanded to include antidepressants to enable patients who are newly prescribed an antidepressant to receive extra support from their community pharmacist.</p>	

June 2023

Date	Information and suggested action	Tick
30th June 2023	<p>NEW ADDITION TO THIS BRIEFING</p> <p>COVID-19: Spring 2023 COVID-19 Booster Campaign vaccination service ends.</p> <p>Action: At the end of the day remove any promotional materials for the Spring 2023 COVID-19 Booster Campaign vaccination service (including any on your website) and ensure all staff are aware that the service has now finished.</p>	<input type="checkbox"/>

	<p>ToS: Deadline for meeting the requirement to ensure contractors have verified and, where necessary, updated the information contained in their NHS website profile and their DoS profile for the 1st April to 30th June 2023 quarter of the financial year. This is a mandatory requirement for all contractors.</p> <p>NEW ADDITION TO THIS BRIEFING</p> <p>ToS: Deadline for completing the 2022/23 Data Security and Protection Toolkit.</p> <p>Action: Complete the 2022/23 Data Security and Protection Toolkit. This is a mandatory requirement for all contractors.</p>	
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July 2023

Date	Information and suggested action	Tick
Between 1st July 2023 and 30th September 2023	<p>ToS: Contractors are required to verify and, where necessary, update the information contained in their NHS website profile and their DoS profile for the 1st July to 30th September 2023 quarter of the financial year. This is a mandatory requirement for all contractors.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Register for NHS Profile Manager with your personal NHSmail address if you haven't already. • Once registered, update your NHS Profile Manager pharmacy profile; for each profile check that the pharmacy's opening times, contact information and services information are up to date or verify this information if it is correct (even if no changes have been made during the financial quarter, contractors must still verify this information using NHS Profile Manager as this creates a record which will act as evidence to NHSE that these actions have been undertaken). 	<input type="checkbox"/> <input type="checkbox"/>
Beginning of July 2023	<p>NMS: Contractors are required to submit their completed NMS electronic reporting template to the NHSBSA within 10 working days from the last day of June 2023.</p> <p>Action: Submit electronic reporting template.</p>	<input type="checkbox"/>

September 2023

Date	Information and suggested action	Tick
1st September 2023	<p>Flu: 2023/24 Flu Vaccination Service starts.</p> <p>Action: Ensure staff are aware of when you are receiving stock of flu vaccinations so patients can be advised of this or be booked in for an appointment for when you have flu vaccinations in stock.</p>	<input type="checkbox"/>
30th September 2023	<p>ToS: Deadline for meeting the requirement to ensure contractors have verified and, where necessary, updated the information contained in their NHS website profile and their DoS profile for the 1st July to 30th September 2023 quarter of the financial year. This is a mandatory requirement for all contractors.</p>	

October 2023

Date	Information and suggested action	Tick
Between 1st October and	<p>ToS: Contractors are required to verify and, where necessary, update the information contained in their NHS website profile and their DoS profile at least once each quarter</p>	

31st December 2023	<p>of the financial year. The new quarter starts on 1st October and ends on 31st December 2023. This is a mandatory requirement for all contractors.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Register for NHS Profile Manager with your personal NHSmail address if you haven't already; and • Once registered, update your NHS Profile Manager pharmacy profile; for each profile check that the pharmacy's opening times, contact information and services information are up to date or verify this information if it is correct (even if no changes have been made during the financial quarter, contractors must still verify this information using NHS Profile Manager as this creates a record which will act as evidence to NHSE that these actions have been undertaken). 	<input type="checkbox"/>
Beginning of October 2023	<p>NMS: Contractors are required to submit their completed NMS electronic reporting template to the NHSBSA within 10 working days from the last day of September 2023.</p> <p>Action: Submit electronic reporting template.</p>	<input type="checkbox"/>
4th October 2023	<p>PCS: Subject to positive evaluation, Tier 2 of the PCS will start, enabling pharmacists to also initiate oral contraception, via a Patient Group Direction, and provide ongoing clinical checks and annual reviews.</p>	

December 2023

Date	Information and suggested action	Tick
31st December 2023	<p>ToS: Deadline for meeting the requirement to ensure contractors have verified and, where necessary, updated the information contained in their NHS website profile and their DoS profile for the 1st October to 31st December 2023 quarter of the financial year. This is a mandatory requirement for all contractors.</p>	

January 2024

Date	Information and suggested action	Tick
Between 1st January and 31st March 2024	<p>ToS: Contractors are required to verify and, where necessary, update the information contained in their NHS website profile and their Directory of Services (DoS) profile at least once each quarter of the financial year. The new quarter starts on 1st January and ends on 31st March 2024. This is a mandatory requirement for all contractors.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Register for NHS Profile Manager with your personal NHSmail address if you haven't already and • Once registered, update your NHS Profile Manager pharmacy profile; for each profile check that the pharmacy's opening times, contact information and services information are up to date or verify this information if it is correct (even if no changes have been made during the financial quarter, contractors must still verify this information using NHS Profile Manager as this creates a record which will act as evidence to NHSE that these actions have been undertaken). 	<input type="checkbox"/> <input type="checkbox"/>
Beginning of January 2024	<p>NMS: Contractors are required to submit their completed NMS electronic reporting template to the NHSBSA within 10 working days from the last day of December 2023.</p> <p>Action: Submit electronic reporting template.</p>	<input type="checkbox"/>

March 2024

Date	Information and suggested action	Tick
31st March 2024	<p>Flu: 2023/24 Flu Vaccination Service ends.</p> <p>Action: At the end of the day remove any promotional materials for the Flu Vaccination Service (including any on your website) and ensure all staff are aware that the service has now finished for 2023/24.</p>	<input type="checkbox"/>
	<p>Hypertension Case-Finding Service: Deadline for contractors to have achieved their incentive fee threshold for 2023/24 (need to provide 20 ABPMs between 1st April 2023 and 31st March 2024 to achieve the incentive fee).</p>	
	<p>ToS: Deadline for meeting the requirement to ensure contractors have verified and, where necessary, updated the information contained in their NHS website profile and their DoS profile for the 1st January to 31st March 2024 quarter of the financial year. This is a mandatory requirement for all contractors.</p>	