*If you are part of a pharmacy group or multiple, please liaise with your company managers/head office as necessary.*

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| **SUBJECT** | **REQUIREMENT** | **DEADLINE** | **ACTIONS AND LINKS** | **TICK WHEN COMPLETED** |
| Pharmacy Quality Scheme | Pharmacy Income | 23:59 on 1st March 2024 | The PQS declaration window closes on 1st March. PQS details are available [here.](https://www.nhsbsa.nhs.uk/sites/default/files/2023-04/Drug%20Tariff%20Part%20VIIA%20PQS%2027042023_0.pdf) |  |
| [Pharmacy First](https://www.youtube.com/watch?v=2e439rm0ltw)  | Pharmacy Income  | 31st March 2024  | The deadline to have delivered a minimum of five Pharmacy First clinical pathway consultations that cross the Gateway point is 11.59pm on 31 March 2024. If you have not delivered a minimum of five of these consultations by this date the £2,000 initial fixed payment will be recovered |  |
| Hypertension Case Finding  | Pharmacy Income  | 31st March 2024  | The deadline to have achieved the incentive fee threshold for 2023/24 (the need to provide 20 ABPMs between 1 April 2023 and 31st March 2024 to achieve the incentive fee) is the 31 March 2024 |  |
| Pharmacy DoS update | Contractual  | 31st March 2024 | Ensure your Directory of Services and NHS website profiles are accurate by updating your [NHS Profile Manager](https://organisation.nhswebsite.nhs.uk/) once each quarter. The deadline for this quarter is 31 March. |  |
| Bank Holidays Rota Claims  | Contractual requirement | Within 28 days of the date of the Rota | If you were/are directed to open over the Bank Holiday period, please remember to claim your payment within 28 days of the date of the Rota.  |  |
| Market Entry Application Delays  | Contractor support  | ACT NOW  | CPE have provided an update regarding delays to Market Entry. Further details, including a briefing, can be found [[here](https://cpe.org.uk/our-news/delays-with-market-entry-applications/)](https://cpe.org.uk/briefings/briefing-001-24-market-entry/) |  |
| NHS Mail Pharmacy  | Pharmacy IT | ACT NOW | Access regularly (at least once a month). Ensure you access your personal NHS.net email regularly (at least once every 30 days) to avoid your account being deleted Further information is available [here](https://cpe.org.uk/our-news/nhsmail-changes-keeping-your-account-active/)  |  |
| Social Media – Join us! | Information  | ACT NOW | Facebook[Leicestershire & Rutland Community Pharmacy | Leicester | Facebook](https://www.facebook.com/profile.php?id=100083179608018)Instagram [Community Pharmacy Leicestershire & Rutland (@communitypharmaciyllr) | Instagram](https://www.instagram.com/communitypharmaciyllr/)LinkedIn <https://www.linkedin.com/in/community-pharmacy-leicestershire-and-rutland-577723276> |  |
| Mailing List and WhatsApp group  | Information  | ACT NOW  | Encourage your Locum and Relief Pharmacists to join our mailing list to ensure they are up to date with the latest news and local updates. Please contact Rajshri, Chief Officer.  |  |
| **National Health campaigns for April 2024** |
| Stress Awareness Month | April | Information | Increasing public awareness about both the causes and cures for our modern stress epidemic.[Stress Management Society](https://www.stress.org.uk/)[Supporting our NHS people](https://www.nhsemployers.org/articles/supporting-our-nhs-people-experiencing-stress) |  |
| Lesbian Visibility Day | 26th April  | Information | An international awareness event, fighting the myths and misunderstandings that surround eating disorders. |  |
| World Health Day | 7h April | Information | It is celebrated annually and each year draws attention to a specific health topic of concern to people all over the world.The date of 7 April marks the anniversary of the founding of WHO in 1948. |  |
| World Malaria Day | 25th April | Information | World Malaria Day is an occasion to highlight the need for continued investment and sustained political commitment for malaria prevention and control. It was instituted by WHO Member States during the World Health Assembly of 2007. |  |

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| **If you require additional support from the administrative team, please contact any member of the team:** |
| Rajshri Owen- Chief Officer  | chiefofficer@leics-lpc.co.uk |
| Kate – Administrator | admin@leics-lpc.co.uk |
| Gareth McCague – Service Delivery Facilitator | service.support@leics- lpc.co.uk |
| Vinay Mistry-Service Development Lead | servicedevelopmentlead@leics-lpc.co.uk |