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** |
| Christmas and New Year Rota | Pharmacy Contract | Ongoing | Christmas Opening Hours will be published on our website once available. [Click here](https://leicestershire-rutland.communitypharmacy.org.uk/) to access the Rota once it has been published. |  |
| Pharmacy First | Service Income | From December 2024 | The threshold for Dec is a minimum of 20 consultations to be completed to pass the gateway point to be eligible for the £1000 monthly payment. |  |
| Mandatory workforce survey | Contractual | 11th Dec 2024 | NHS England’s 2024 Community Pharmacy Workforce Survey is now open. Completion of the survey is a mandatory requirement for all pharmacy owners. [Read more.](https://cpe.org.uk/quality-and-regulations/clinical-governance/annual-workforce-survey/) |  |
| Central Procurement for Flu vaccines | Pharmacy Service | 17th December 2024 | Share your thoughts on the potential benefits of adopting centralisation of adult flu vaccine procurement and supply. Complete the [survey here](https://www.engage.england.nhs.uk/consultation/central-flu-procurement-and-supply/consultation/subpage.2024-11-12.6021236671/) |  |
| Pharmacy Profile Update | Contractual | 31st December 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 December 2024 but we encourage you to do this as soon as possible. |  |
| Community Pharmacy Open House Surgery (F2F) | Pharmacy Income | 19th January 2025 9:30-11:30 Hilton Hotel | SAVE THE DATE: We will be co-hosting a face-to-face event with CPPE on contraception. 42 Places will be available. Booking details to follow. |  |
| 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 [Manage](https://manage-your-service-pharmacy.nhsbsa.nhs.uk/nhs-prescription-services-submissions/login)  [Your Service (MYS) portal](https://manage-your-service-pharmacy.nhsbsa.nhs.uk/nhs-prescription-services-submissions/login)  Find out more [here](https://cpe.org.uk/our-news/new-mys-route-for-temporary-suspensions-notifications/) |  |
| Flu Ready | Service Income | Ongoing | Check the [latest information](https://cpe.org.uk/national-pharmacy-services/advanced-services/flu-vaccination-service/) published by CPE to ensure you are ready to deliver the flu service:  Read the latest Flu Letter from the DHSC, PHE & NHSE&I  Service Specification & PGD. |  |
| GP active Collection | Pharmacy Pressures | ACT NOW | Please let our Chief Officer know what actions local GP practices are taking and how that is affecting your ability to provide services to your patients, so we can share this intelligence with local NHS partners including the ICB.  Report [HERE.](https://leicestershire-rutland.communitypharmacy.org.uk/contact-us/report-an-issue/) |  |
| 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](https://www.facebook.com/profile.php?id=100083179608018)  [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 (details below) |  |

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| **National Health campaigns for December 2024** | | | | |
| Disability History Month | Information | 16 November - 16 December 2024 | A month of activity to raise awareness and support people with disabilities. |  |
| 6 Days of Action Against Domestic Violence | Information | 25 November - 10 December 2024 | A time to galvanize action to end violence against women and girls. |  |
| Think Pharmacy First December 2024 | Information | December | The campaign seeks to demonstrate how the health service is making it more convenient for people to access care. It primarily targets working age adults (18-40) who may experience minor health conditions. It also targets ethnic minority groups and those with disabilities, to ensure it is addressing key health inequalities. |  |
| World Aids Day | Information | 1st December 2024 | An opportunity for people worldwide to unite in the fight against HIV, to show support for people living with HIV, and to commemorate those who have died from an AIDS-related illness. |  |
| International Day of People with Disabilities | Information | 3rd December 2024 | Since 1992, the United Nations IDPD has been annually celebrated around the world. |  |
| International Volunteers Day | Information | 5th December 2024 | International Volunteers Day is a global observance that celebrates and recognizes the contributions of volunteers worldwide. It serves as an opportunity to applaud the selfless efforts of individuals who dedicate their time and skills to make positive changes in their communities and beyond. |  |
| Christmas Jumper day | Information | 12th December 2024 | Christmas Jumper Day is an annual celebration that embraces the joy of the holiday season. It invites individuals, schools, workplaces, and communities to come together and wear their favourite Christmas sweaters. The day not only promotes holiday spirit but also raises funds for charitable initiatives. |  |

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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](mailto:chiefofficer@leics-lpc.co.uk) |
| Kate – Administrator | [admin@leics-lpc.co.uk](mailto:admin@leics-lpc.co.uk) |
| Gareth McCague – Service Delivery Facilitator | [service.support@leics-](mailto:service.support@leics-lpc.co.uk) [lpc.co.uk](mailto:service.support@leics-lpc.co.uk) |
| Vinay Mistry-Service Development Lead | [servicedevelopmentlead@leics](mailto:servicedevelopmentlead@leicslpc.co.uk)-lpc.co.uk |

A christmas card with a wreath of pine branches and ribbon

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