

Deadline Tracker – May 2026.

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

If you require support from the LPC for your Pharmacy please contact : sam.bradshaw@cpglos.uk

Subject	Requirement	Deadline	Action & Links	Tick when completed
Pharmacy First Caps for May 2026	Pharmacy Income		<p>Pharmacy First: Updated Pharmacy First caps come into force for May 2026.</p> <p>Action: If not already done so, check the NHSBSA website to see what your Pharmacy First cap is for this month.</p>	
Community Pharmacy Technician Apprenticeship Programme (CPTAP) Application of Funding	Optional	18th May 2026	<p>Community Pharmacy Technician Apprenticeship Programme (CPTAP) Application of Funding (AoF) window is still open.</p> <p>The application window is from Monday 27 April 2026, 9am until Monday 18 May 2026, at midday.</p> <p>Application of Funding (AoF) requests for the South West region, must be submitted using the South West regional online application form: South West Community Pharmacy Technician Apprenticeship Programme Regional Online Application Form.</p> <p>Also use this form to apply for Gloucestershire specific Pharmacy Technician Funding.</p>	
Annual Complaints Return	Contractual Requirement	Action Required by 30 April 2026	<p>Under the NHS (Pharmaceutical and Local Pharmaceutical Services) Regulations 2013, all pharmacy contractors are required to submit annual complaints report to the local Commissioning Team as soon as reasonably practicable after 31 March, marking the end of the reporting year.</p> <p>NHS complaints procedure - Community Pharmacy England</p>	

<p><u>Sexual Health Needs Assessment Stakeholder Survey</u></p>	<p>Optional</p>	<p>Survey completion by 8th May 2026</p>	<p>Gloucestershire Public Health and Communities Team in Gloucestershire County Council are leading the refresh of the 2015 Sexual Health Needs Assessment (SHNA). The process aims to assess and understand the sexual health needs of residents in Gloucestershire, where existing services are already meeting need and uncover any unmet need and gaps in current service provision. This will inform the development of key recommendations and assist future service planning and commissioning.</p> <p>We would be very grateful if you would give your thoughts and views regarding sexual health in Gloucestershire through the completion of the survey linked below Sexual Health Needs Assessment Stakeholder Survey</p>	
<p>Extended FP34C submission deadline for prescriptions dispensed in April 2026</p>	<p>Pharmacy Income</p>	<p>6th May 2026</p>	<p>With the early May bank holiday (4th May 2026) occurring in the first five days of the submission window, pharmacy owners have been given an extra day, until the end of 6th of May, to submit their April FP34C declaration and dispatch their prescription bundle. Extended FP34C submission deadline for prescriptions dispensed in April 2026 - Community Pharmacy England</p>	
<p>Between 1st April and 30th June 2026</p>	<p>Contractual Requirement</p>	<p>1st April to 30th June 2026</p>	<p>Pharmacy owners 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 2026.</p>	
<p>Data Security and Protection Toolkit (DSPTK) 2026</p>	<p>Governance</p>	<p>30th June 2026</p>	<p>Community Pharmacy England previously published updated guidance and support to help community pharmacy owners complete the Data Security and Protection Toolkit (DSPTK) 2026. Completing the Toolkit is how pharmacies make their annual information governance (IG) declaration. It is a mandatory requirement under the NHS Terms of Service and must be completed by 30th June 2026.</p> <p>Data Security and Protection Toolkit 2026: Are you working through it? - Community Pharmacy England</p>	

Pharmacy First Service Thresholds		Ongoing	Check a week before the end of the month on your Provider Pays IT System that you have met/will meet thresholds for Pharmacy First Service Payment. Encourage Pharmacy Teams to recruit appropriate patients into the service.	
NHS Mail		Ongoing	Ensure all Pharmacy Team members have access to NHS Mail. NHSmal 2 Portal - Home	
Smartcards		Ongoing	Ensure all Pharmacy Team members have working and up to date smartcards. Email: scwcsu.smartcards@nhs.net Tel: 0300 5610429	
Pharmacy IT Systems (PharmOutcomes, etc)		Ongoing	Ensure all Pharmacy Team members have access to Pharmacy IT Systems to ensure consistency with services provided.	
<u>Training & Webinars</u>				
CPG Local Contractor Update		20th May 7.30 – 8.30pm	<p style="text-align: center;">*SAVE THE DATE *</p> <p style="text-align: center;">CPG presents a monthly update and discussion with local contractors. All welcome</p> <p>Microsoft Teams meeting Join: https://teams.microsoft.com/meet/369852491349677?p=owFGWd3WjHBBGPcFzg Meeting ID: 369 852 491 349 677 Passcode: uK2JL7Br</p>	
Hypertension & Lipid Management Evening Event		28th May 7pm ONLINE	<p style="text-align: center;">*SAVE THE DATE*</p> <p style="text-align: center;">Hypertension & Lipid Management with Dr Jim Moore & Helen Turner.</p> <ul style="list-style-type: none"> • Importance of ABPM • Improving lipid management for patients- medicines optimisation, adherence support, and lifestyle counselling • Relevance to hypertension case finding service (HCFS) and new medicines service (NMS) in the community pharmacy <p>Of particular relevance to Pharmacists and Pharmacy Technicians but open to any</p>	

			<p>member of the pharmacy team- especially those supporting HCFS service delivery!</p> <p>Microsoft Teams meeting Join: https://teams.microsoft.com/meet/47668773420109?p=DkdpFLRWAmc3ho7Ude Meeting ID: 476 687 734 201 09 Passcode: cQ9Nh6ym</p>	
Virtual Outcomes		Ongoing provision	<p>Useful short training modules available FREE for all members of the Pharmacy Team</p> <p>Pharmacy Training - Virtualoutcomes</p>	