

HLP Level 1 flow chart – process to follow to become a HLP Level 1

Read through Public Health England's quality criteria

Work through PSNC's Healthy Living Pharmacy (HLP) Level 1 Evidence Portfolio Workbook with members of the pharmacy team to identify which quality criteria the pharmacy already meets and complete the sections to evidence this*

Tick the quality criteria off on the checklist (on page 5-6) of the Workbook or on the PharmOutcomes framework (if available to you) when the pharmacy meets the criteria*

Continue to work through the Workbook collecting evidence to meet the quality criteria and ticking them off on the checklist or the PharmOutcomes framework (if available to you) *

Pharmacies not previously accredited as HLPs

When all 27 quality criteria have been met, use the RSPH self-assessment tool to make notes on how the pharmacy team meet each criterion

A pharmacy professional should complete Part 1 of the assessment of compliance on the RSPH website which relates to key requirements that the pharmacy must have in place before HLP Level 1 status can be granted

A pharmacy professional should complete Part 2 of the assessment of compliance which is the section of the framework that asks to state the evidence they possess in the pharmacy; which they can use to demonstrate compliance with the requirements

A pharmacy professional should complete Part 3 which requires the pharmacy professional to declare compliance with the HLP Level 1 quality criteria and to submit this electronically

Once submitted, a copy of the completed form will be sent to the pharmacy email address that the pharmacy professional provided in Part 3. A copy of this email should be retained in the pharmacy so it is available for inspection

RSPH will then review the submitted information and will endeavour to contact contractors by mail or email within 10 working days after they have received an online assessment of compliance form to confirm registration and provide the HLP logo and certificate

Pharmacies that became HLPs before 1st Dec 2014

When all 27 quality criteria have been met, an assessment of compliance will need to be completed (available at: psnc.org.uk/hlp)

A pharmacy professional should complete Part 1 of the assessment of compliance which relates to key requirements that the pharmacy must have in place before HLP Level 1 status can be granted

A pharmacy professional should complete Part 2 of the assessment of compliance which is the section of the framework that asks to state the evidence they possess in the pharmacy; which they can use to demonstrate compliance with the requirements

A pharmacy professional should complete Part 3 which requires the pharmacy professional to declare compliance with the HLP Level 1 quality criteria

The Assessment of compliance should be retained in the pharmacy along with the signed and dated documentation that demonstrates that the pharmacy was accredited as a HLP Level 1 prior to 1st December 2014

^{*}Use of the PSNC HLP Level 1 Evidence Portfolio Workbook and PharmOutcomes is optional, contractors can choose another option to support them to meet the 27 quality criteria.