**Healthy Living Pharmacy Level 1 Quality Criteria: Assessment of compliance**

**Part 1**

This section of the framework relates to key requirements that the pharmacy must have in place before HLP level 1 status can be granted and the HLP logo displayed. N.B. you must be able to answer yes to all questions in order to be compliant.

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| The pharmacy has a consultation room which is compliant with the Advanced Services standards and is appropriate for the services on offer. | **[ ]  Yes [ ]  No** |
| The pharmacy has trained at least one Full Time Equivalent (FTE) to Health Champion RSPH Understand Health Improvement level 2. | **[ ]  Yes [ ]  No****(Name(s) of staff member(s))**      |
| The pharmacist or other relevant individual has undertaken leadership development to motivate and engage the pharmacy team in the HLP concept. | **[ ]  Yes [ ]  No****(Name(s) of staff member(s))**      |
| In the past year the pharmacy has participated in the provision of both MUR and NMS, and has proactively engaged in health promoting conversations. | **[ ]  Yes [ ]  No** |
| In the past year the pharmacy has participated in the provision of the NHS community pharmacy seasonal influenza vaccination Advanced Service or has actively referred patients to other NHS providers of vaccinations. | **[ ]  Yes [ ]  No** |
| The pharmacy complies with GPhC Standards for Registered Premises and Standards of Conduct, Ethics and Performance. | **[ ]  Yes [ ]  No** |
| The pharmacy complies with the NHS Community Pharmacy Contractual Framework (CPCF) requirements. | **[ ]  Yes [ ]  No** |

**Part 2**

This section of the framework asks you to think about what evidence you possess in the pharmacy, which you can use to demonstrate compliance with the requirements below. Evidence must be provided against all requirements.

An example completed form can be found on page 14-15 of the PHE [self-assessment quality criteria guide](https://www.gov.uk/government/publications/healthy-living-pharmacy-level-1-quality-criteria).

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| **Requirement** | **Brief description of evidence (Evidence can include photos, copies of leaflets and posters, policies and other documents, electronic data records, etc.)** |
| **Staff** |
| Staff are aware of the local health needs through published documentation and through the results of the community pharmacy patient questionnaire and can demonstrate they act on this information, either through service delivery or signposting people to other relevant services. |       |
| The pharmacy has at least one staff member trained to Health Champion RSPH level 2. |       |
| The pharmacy team is led by an effective leader, trained in leadership skills, who is pro-actively leading the team in attaining and maintaining provision of interventions to meet the HLP quality criteria. \*PHE Health Profiles: The health profiles give a snapshot overview of health for each local authority in England.  See <http://www.apho.org.uk/default.aspx?QN=P_HEALTH_PROFILES> for more information. |       |
| Staff are able to provide advice on sensitive/difficult public health issues (e.g. when providing advice on alcohol consumption, sexual health issues).  |       |
| **Engagement** |
| Staff proactively offer advice to their customers/patients and make relevant brief health advice or interventions. They are aware that people may need additional support for behavioural change. |       |

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| **Requirement** | **Brief description of evidence (Evidence can include photos, copies of leaflets and posters, policies and other documents, electronic data records, etc.)** |
| The pharmacy team engages with local GP practices and other providers of community, health and/or social services to ensure that there are referral pathways for health & wellbeing services. |       |
| The pharmacy is actively involved in 6 public health campaigns (as part of the CPCF). |       |
|  **Environment** |
| The pharmacy consultation room is organised, tidy and functions efficiently with appropriate access to IT and paperwork. |       |
| The pharmacy has a dedicated health promotion zone clearly marked and accessible to the public, which contains relevant and up to date resources, which are used by staff when discussing relevant health promoting interventions. |       |

**Part 3 – Declaration of compliance**

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|  Pharmacist or Pharmacy Technician Name: |       |
| Pharmacist or Pharmacy Technician GPhC number:  |       |
| **I declare that**  |
| Pharmacy Name: |       |
| Pharmacy Address: |                                |
| Pharmacy GPhC number:  |       |
| **Complies with the requirements set out in this document for attaining HLP level 1 status and possesses the evidence and items declared above. I understand that a false declaration may affect my GPhC registration.**  |
| Pharmacist or Pharmacy Technician Signature: |  |
| Date: |       |

This declaration, once signed, must be retained securely in the pharmacy and should be available for inspection by:

* The Pharmacy Owner
* GPhC inspectors
* NHS England
* Public Health England
* The Quality Assurance provider

Compliance against these requirements must be reassessed every 2 years.

**Part 4**

You will need to contact the Quality Assurance provider for the HLP certificate (please note, this part is just for pharmacies who have not been previously accredited as HLPs).