**HLP Level 1 flow chart – process to follow to become an HLP Level 1**

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 an HLP Level 1 prior to 16th February 2017

Before submitting, print a copy of your form and keep it for your records

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

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

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 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

**Pharmacies that became HLPs before 16th Feb 2017**

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

**Pharmacies not previously accredited as HLPs**

When all 27 quality criteria have been met, use the [RSPH self-assessment tool](https://www.rsph.org.uk/our-services/registration-healthy-living-pharmacies-level1/assessment-of-compliance.html) to make notes on how the pharmacy team meet each criterion

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) \*

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\*

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\*

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

A pharmacy professional should complete Part 1 of the assessment of compliance on the [RSPH website](https://www.rsph.org.uk/our-services/registration-healthy-living-pharmacies-level1/assessment-of-compliance.html) which relates to key requirements that the pharmacy must have in place before HLP Level 1 status can be granted

Read through Public Health England’s [quality criteria](https://www.gov.uk/government/publications/healthy-living-pharmacy-level-1-quality-criteria)

\*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.