

HLP flow chart – process to follow to become an HLP or maintain status as an HLP

Read through the HLP section in NHS England and NHS Improvement's **Regulations Guidance**



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



Tick off the requirements on the HLP checklist** (on pages 28-30 of the Workbook) when the pharmacy meets the criteria.



Continue to work through the Workbook* collecting evidence to meet the requirements and ticking them off on the checklist to support tracking your progress.



When all requirements 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 if they have not used PSNC's Healthy Living Pharmacy (HLP) Evidence Portfolio Workbook* to collate their evidence. This section asks you to state the evidence available in the pharmacy, which can be used to demonstrate



A pharmacy professional should complete Part 2 of the assessment of compliance which requires them to declare compliance with the HLP requirements.



The Assessment of compliance should be retained in the pharmacy. This does not need to be routinely submitted to NHS England and NHS Improvement. If the pharmacy was previously accredited as an HLP, they should also retain the signed and dated documentation that demonstrates that the pharmacy was previously accredited as an HLP.

*Use of the PSNC HLP Evidence Portfolio Workbook is optional, contractors can choose another option to support them to meet the requirements of the Terms of Service.

** The HLP checklist is also available as a standalone document in the resources section (available at: psnc.org.uk/hlp).