

Hints and Tips for Evidence to Support Healthy Living Pharmacy – Dudley

Put all of your evidence in a folder/box, this will be your 'HLP Evidence Portfolio' and should contain:

- Leadership certificate (copy or original)
- RSPH L2 certificate for at least one full-time equivalent staff member (copy or original)
- Photos of your Health Promotion Zone, and take a photo each time you change the display
- Photos/notes of any events you attend and/or a brief report of any 'outreach' activity. This outreach work is anything you do that promotes your pharmacy and the services you provide to people that don't walk in to your pharmacy. It can be as simple as having a table outside your pharmacy and talking to people that go past, popping in to a nearby community centre/college, spending 10 mins at a local Dementia Cafe or putting up a poster in a GP practice
- Evidence of team meetings - can just be brief notes or as an Action Plan
- Certificates of any other public health training i.e. MECC, local training, (CPPE) *An introduction to public health* (this is suggested, additional evidence only)
- Evidence that you are aware of local health needs. For this I suggest you print off a copy of your local Health Profile which can be found here <http://fingertips.phe.org.uk/profile/healthprofiles> This is only a 4-page document but shows the health priorities for your area. There are also Joint Strategic Needs Assessments (JSNAs) for each area but these are quite big documents to print out. You may just want to read through and print off any relevant pages plus the first page and the web address of where you found it
- Have a record of any signposting/referring you do. Again just brief information. I have a signposting sheet that I can send if you would like a copy
- Have an HLP Action Plan (there is a template on PSNC you can use/adapt)
- Keep evidence that you are aware of local services. This can either be via leaflets of each service or screenshot and print a copy of web-pages plus the web address (examples of Dudley specific websites below):

www.lets-get.com

www.deardudley.co.uk

www.changegrowlive.org/content/atlantic-recovery-centre-dudley

www.letstalkdrink.com

www.thinkalcohol.com

- Be aware of other local services/agencies/charities, contact them and get information (leaflets, etc).

Examples below

Age UK www.ageuk.org.uk/dudley

Dudley Dementia Action Alliance

www.dementiaaction.org.uk/local_alliances/16038_dudley_dementia_action_alliance

Dudley Mind www.dudleymind.org.uk

This list is not exhaustive. Your HLP Evidence Portfolio is a start point and must be continually updated and added to as you find out about more services and start promoting your pharmacy and public health initiatives