**Practitioner Hints & Tips**

**UKPHR Practitioner Registration Scheme, Yorkshire and Humber**

**PLEASE READ THIS DOCUMENT AND THE ALL SUPPORTING INFORMATION DOCUMENTS PROVIDED BY THE SCHEME. KEEP REFERRING BACK TO THOSE DOCUMENTS. We can’t emphasise this point enough!!!**

In the ‘**Supporting Information’** and ‘**Guidance for Applicants’** documents (Published January 2020) you will find a wealth of information, guidance and clarification to assist you in your portfolio writing process on a host of subjects including:

* Further insight about what is required to demonstrate a standard;
* Definitions of what is meant by Evidence of Knowledge, Evidence of Understanding and Application;
* Guidance about Confidentiality and Disclosure.

If you have questions **refer to these resources first** and always have these documents at hand when you are working on your commentaries.

You will also find information on the Programme webpages, including commentary narrative examples and Frequently Asked Questions about the scheme.

**Public Health Practitioner Programme webpage:**

<https://www.yhphnetwork.co.uk/links-and-resources/public-health-practitioner-development-programme/>

**CHOOSE THE RIGHT PROJECTS TO DEMONSTRATE THE STANDARDS**

A common complaint from both assessors and practitioners on UKPHR Registration Schemes has been that practitioners may map a number of standards to a project for a commentary, but the project does not adequately evidence the standards chosen. The practitioner may then try to shoehorn the standard into a piece of work unsuccessfully. This approach is likely to lead to a clarification request from the assessor and could potentially lead to a resubmission request if there isn’t enough evidence.

This can be avoided by giving careful thought to planning out your commentaries and always looking at the standards first rather than your projects. We recommend you list projects that might be suitable for your portfolio work and then go through the standards and map each one to the most appropriate project. **Thorough planning at the beginning of the process will prevent issues further down the line**.

**MAKE SURE YOU GRASP THE WRITTEN STYLE**

* Have you been clear what your role was in the piece of work used to evidence the standard? You should be writing in the first person and stating **‘I’ rather than ‘we’.** Talking about your team won’t tell us about your comprehension of the standard.
* Have youprovided enough detail in the commentary to demonstrate knowledge, understanding and application of the standard? (**Look at other commentary examples and read the guidance and supporting information for clear definitions of what is required**).
* Have you explicitly signposted to relevant sections of evidence referred to in the commentary narrative, with a supporting explanation of how this is relevant to the standard being claimed?
* Have you demonstrated every aspect of the standard requirement and stayed on topic? Read through each standard very carefully and ensure you pick out key words e.g. Standard 5.2 – Demonstrate how your work is **influenced** by an **understanding** of the **wider determinants of health**. If you aren’t regularly referring to ‘wider determinants of health’ in this narrative, chances are you are going off topic.
* When dealing with clarifications, make sure that additional work is in a **different colour font** to your original commentary and then save that commentary as an updated version.

**BE MINDFUL OF CONFIDENTIALITY AND DISCLOSURE**

In portfolio evidence, **it essential that details of members of the public are not revealed** and confidential or sensitive personal information about professional colleaguesis not visible or if they are it is made clear that this is permissible in compliance with your organisation’s policy. Data breaches may lead to a resubmission request so it’s important you show that you know what you are doing with sensitive data.

**Make sure your redaction method works and isn’t reversible.** E.g. Marker pen can fade and reveal the information underneath (this happened to a Cohort 1 practitioner).

Also **be consistent in your redaction** e.g. If you redact colleagues’ names on page 1 but not on page 4 of a document this could imply you don’t understand data protection policies.

**SET ASIDE DEVOTED TIME TO CARRY OUT PORTFOLIO WORK**

Practitioners who regularly set aside time to work on their commentaries are the ones that are best able to keep on track with commentary deadlines. When the Programme Coordinator sets deadlines get them in your diary and plan accordingly.

**DON’T SUBMIT WORK IN A RUSH OR INCOMPLETE!** If you think to yourself ‘that might be enough’ then it probably isn’t. Rushing your work is a false economy and is only likely to lead to a clarification and more work in the long run. Taking the time to read through your commentary carefully and rigorously, checking you have attached, and cross-referenced evidence will pay dividends. You can submit a commentary before the deadline if you truly think it’s ready.

**ATTEND ALL SCHEME TRAINING SESSIONS**

Experience tells us that practitioners who take part in training sessions designed to support them through the registration process tend to do better, so make sure you have all Practitioner Development Group (PDG) sessions in your diary and try to attend them.

Once accepted on the scheme you will be advised of all PDG session dates.

**SHARE LEARNING WITH OTHER PRACTITIONERS**

As well as being a personal development opportunity this scheme is also an opportunity for you to network with your Cohort and share knowledge and learning. We encourage practitioners to connect with one another so feel free to set up a **WhatsApp group or Zoom/Microsoft Teams study group**. The Programme Team will also set up a **Knowledge Hub** for Cohort 2 practitioners if you think this would be useful place to share resources.

**COMMUNICATE WITH THE PROGRAMME TEAM**

We are a supportive bunch at PHPP headquarters so please communicate with us, particularly if you are struggling or under pressure personally or professionally. We can provide support and advice throughout your time on the scheme and we are happy to help. Your Programme Coordinator will arrange quarterly phone catchups with you, this is an opportunity to discuss concerns or highlight support needs.

**CONTRACT WITH YOUR COORDINATOR, ASSESSOR AND MENTOR**

After you complete your inductionyou will be allocated a Mentor who you can approach for advice about your commentaries and when you are ready to submit your first commentary you will then be assigned an Assessor to formally evaluate your work. The Mentor and Assessor will be 2 different people and the Assessor will be a person that you don’t work with professionally **(A comparison of Mentor and Assessor roles can be found on page 32 of the ‘Guidance for Applicants Document’)**

You will be prompted to contract with your Mentor and Assessor about how you work together, which basically means outlining how you will communicate with each other and agreeing deadlines for feedback. We also ask you to share information about when you are on holiday or otherwise unavailable for long periods. In turn the Coordinator, Assessor and Mentor will inform you about their commitments as well. This way we manage expectations about commentary submissions, assessment timescales and mentoring feedback.

**MAKE SURE YOU UTILISE YOUR MENTOR.** Engaging with a mentor is a great opportunity to gain feedback about your portfolio from a public health professional.

**READ THE E-PORTFOLIO GUIDE FOR PRACTITIONERS**

In due course you will use the City & Guilds E-Portfolio Platform to submit your commentaries for assessment and receive Assessor feedback. Once you have received your login details please read the practitioner guide provided so you can set up your notifications and learn how to upload work with ease.

For technical difficulties refer to the City & Guilds Helpdesk: digitalsupport@cityandguilds.com

Helpdesk Tel: 0141 341 5730

**…AND FINALLY, ENJOY THE PROCESS**

This is an opportunity to highlight and acknowledge the wonderful Public Health work you do, and we know from experience the process increases confidence in Public Health practitioners about their roles.

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