

## Top tips for Mentors for the UKPHR Public Health Practitioner programme:

These top tips are based on the definition for Mentors outlined in the Guidance for Applicants, Assessors and Verifiers mentioned below. The programme team email is [phppyh@leeds.ac.uk](mailto:phppyh@leeds.ac.uk)

### Your role as a Mentor is to:

1. Facilitate the process of self-directed learning of the practitioner throughout the portfolio development process
2. Facilitate/give advice on self-assessment against the practitioner 34 standards including how the standards may be demonstrated and identifying key development opportunities for filling competency gaps
3. Informally review evidence and draft commentaries providing advice and guidance through a dialogue with the mentee; this may be advising on competencies/standards not claimed or strengthening those that are

Mentor definition UKPHR Guidance for Applicants, Assessors and Verifiers

### Top tips for Mentors:

#### General:

- Make sure you have early contact with your mentee; the expectation is that they will contact you initially but sometimes they need encouragement to do this
- Make an informal contract with your practitioner so you both have agreed the expectations you have of each other
- Keep in regular contact via telecalls, skype or zoom
- Be familiar with all the key documents for the Public Health Practitioner programme outlined below
- If you are an assessor too, this will be ideal preparation for you. However, please remember there is a big difference between being an assessor and being a mentor (see Guidance for Applicants, Assessors and Verifiers)
- The essence of being a mentor is to encourage and empower the practitioner to become a self-directed learner so always ensure they are doing the work not you
- For most practitioners this should not be onerous and it is usually a rewarding relationship as the practitioner gains confidence and skills over the period of portfolio development
- If the practitioner is struggling or you have queries then please feel free to contact the Programme team or alternatively the practitioners may wish to do this themselves

#### Specific:

- Ensure the commentaries are easily readable and the evidence that is linked is accurate and well labelled; it should be easy to read and follow throughout ; see guidance document on labelling and tracking evidence below
- Ensure the practitioner has carefully read the two key Supporting documents below; many queries can be answered by reading the guidance for each standard and then discussing the queries with yourself

- Ensure all areas are covered to demonstrate Knowledge, Understanding and Application for each standard and evidence is provided is clearly linked to Knowledge and Application for each standard. Understanding should be within the commentary
- Ensure the practitioner is doing all the work; you are there to listen, support, encourage and empower
- Help them to ensure they are linking their work to the right standards and help them strengthen their commentaries and evidence within each portfolio where needed
- Help them to identify gaps in their skills and competencies and to develop these with training or experience as appropriate

#### Key documents to have to hand:

- **Key Supporting documents** are available via the website for the Public Health Practitioner programme: <https://www.yhphnetwork.co.uk/links-and-resources/career-and-workforce-development/public-health-practitioner-workforce-development-programme/>
- The following are essential documents to have to hand :
  - Supporting Information for UKPHR Public Health Practitioner Registration – March 2022
  - Guidance for Applicants, Assessors and Verifiers UKPHR Public Health Practitioner Programme - March 2022
  - UKPHR Registration Standards summary
- **Top tips for Mentors** - The Programme team can provide
- **Top Tips for Practitioners** - The Programme team can provide

All above are available from the Programme Team or via the website above.

#### For reference :

Good sources of training and updating for your mentees include :

- Public Health Practitioner Programme Core Workforce Development Training sessions – The Programme Team can provide details
- Health Education England Training Directory  
<https://www.hee.nhs.uk/sites/default/files/documents/PHP%20Training%20Directory%20January%202021.pdf>
- CEDAR webinars
- Oxford Textbook of Public Health

We find if practitioners engage with their mentor they can benefit hugely from the feedback and support and it makes the whole process much easier. Most mentors also enjoy the experience of supporting a colleague to achieve their goals. Remember we always offer extra support if needed where a practitioner needs additional support or guidance.

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