Y&H Enhanced support programme for the UKPHR Specialist Registration by Portfolio Assessment (SRbPA)

Introduction

An enhanced regional support programme for Specialist Registration by Portfolio Assessment (SRbPA) has been developed and approved as a system wide partnership between the Y&H Office for Health Improvement and Disparities (OHID), Y&H School of Public Health (Health Education England) and the Y&H Association of Directors of Public Health (ADPH).

The following offer is not a development programme but has been designed to support aspirant specialists who are already working at Public Health consultant level and can demonstrate that they meet all UKPHR's Knowledge and Show How competencies.

Improving the understanding of the portfolio route

Aspirant specialists are strongly advised to read the documents below and play the UKPHR podcasts, this will give you a good idea on whether you are currently in a position to pursue this route.

FOR THOSE CONSIDERING SRbPA	Time commitment
Read UKPHR guidance document	1h
Read Specialist Knowledge and Show How Competencies	1.5h
Listen to UKPHR podcasts: Introduction to SRbPA (07:46) The pre-application process (11:47) The reference (12:23)	0.5h
Attend UKPHR Q&A webinar *(in current negotiation, proposed Nov 2022 and annually thereafter)*	1.5h
Read though the application criteria on the application form	0.5h
TOTAL	**5h**
Those interested should also be encouraged to join Clare Mills' National Peer Support Network which meets monthly online: Email Clare.Mills@leicester.gov.uk	

The Enhanced support programme – Context

It is acknowledged that undertaking an UKPHR pre-application can be difficult if you don't receive appropriate support, advice and guidance. Using the UKPHR's own figures there far too many applications that have been submitted that have been rejected. Whist the reasons for rejection are multi-factorial, there is evidence that many of the matrices submitted from rejected applications have not been developed sufficiently, this needs to include evidence of a comprehensive PDP and evidence that demonstrates experience across multiple domains of Public Health

The Enhanced support programme – The Offer

A 12-month programme will commence in January 2023 and will consist of the following core elements:

- Commissioned support for a former UKPHR moderator
- Protected pre-application development time (Subject to sponsorship/support from your DPH or equivalent Senior Officer)
- A range or CPD, Masterclasses and placement/assignment opportunities

Commissioned support for a former UKPHR moderator

The core element of the offer will be support from a former UKPHR moderator who will provide a mix of direction setting/kick off meetings for a small group (focused on matrix development and commentary writing) and will extend to a number of interim review sessions which will be provided on a 1:1 basis.

Element	Suggested time allocated per participant
Early planning and scoping sessions	3 hours group sessions x 2
Interim reviews of pre-applications x 2 over a 12 month period, these sessions will primarily be focus on matrix building. *The commissioned provider will not be able to confirm whether application will be successful.*	1.5 hours per aspirant x 2
CPD Masterclasses to address minor gaps will be linked to requirements of the prospective applicants. OHID and the HEE School of Public Health will work together to maximise access to these within the funding envelope available.	

Protected pre-application development time (Subject to sponsorship/support from your DPH or equivalent Senior Officer)

Support to have the time needed to undertake the above and create a successful pre-application is a key element of the support programme hence aspirants should gain support from their Director of Public Health or equivalent Senior Officer who in turn will commit to provide you with protected time over this 12-month period.

A range or CPD, Masterclasses and placement/assignment opportunities

In addition to the above, a programme of CPD will be provided to help address minor gaps in knowledge, some of which will be provided post pre-application and linked to the development of a comprehensive personal development plan

The Enhanced support programme – Applications now open

The application process is open from the 17 October 2022 and closes on the 02 December 2022. The application form can be found on page 4 of this document. Other key dates can be found on the table below.

The Enhanced support programme – Key dates

	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
Applications for pre-application support								
Applications open		17/10						
Applications to be assessed against criteria by the by a nominated UKPHR assessor and OHID Workforce Development Manager.				09/12				
Applicants and DPH sponsors to be informed of the assessment outcome week commencing the				12/12				
Professional discussion and action planning								
Group professional discussion and action planning session in January 2023					▇			
X2 1:1 sessions per application be planned Jan – Dec 2023					▇	▇	▇	
CPD and masterclasses to be provided between Jan – Dec 2023					▇	▇	▇	▇
Peer group sessions to be scheduled monthly from January 2023 – December 2023, rotating between face to face and online.					▇	▇	▇	▇
To facilitate access to placements within the system which can support applicants to gain experience in areas where there are minor gaps in experience. As required within 2023.					▇			
Appoint those with approved pre-applications onto a national support scheme								
Schedule peer group sessions in discussion with national and regional colleagues								
CPD and masterclasses to be provided in partnership with national and regional workforce teams				TBC / Ongoing into 2023				
To facilitate access to placements within the system which can support applicants to gain experience in areas where there are minor gaps in experience								
Provide the facility for individuals to receive an application check prior to submission, within 18 months of application approval as required within this period								
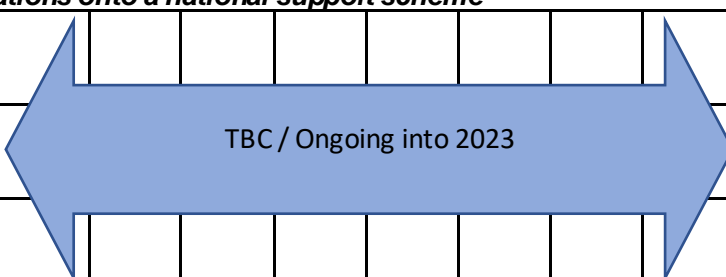
UKPHR Specialist Registration by Portfolio Assessment

Y&H Support Programme

Section A: Applicant Details - Please complete all sections below:

Name:	Add your full name and title here
Job Title:	Add job title here
Qualifications (academic, vocational and professional) (UKPHR requires a post graduate qualification in any discipline relevant to Public Health)	Add your qualifications here
Length of time in current position: (If less than two years please tell us about your previous role in Public Health). Candidates for this route must be using a range of advanced public health skills working at senior organisational levels and have experience of Strategic Leadership and Collaborative Working for Health	Add your information here
Work Telephone number: **Work address:** **Work Email:**	Add here
Employing Organisation:	Add here
Employer's Address (including post code):	Add here

Your personal information will be held and used in accordance with the Data Protection Act 1998 and in accordance with the General Data Protection Regulation (GDPR). We will not disclose such information to any unauthorised person or body but where appropriate will use such information in carrying out various functions and services.

Section B (to be completed by all applicants):

The Specialist Registration by Portfolio Assessment route to registration includes a pre-application process by which UKPHR assesses whether the applicant meets the eligibility criteria, can demonstrate the leadership experience required in the 2015 Curriculum and is ready to submit a portfolio. If permission to proceed is granted, UKPHR must receive the portfolio within 18 months. Please see **Appendix A** which provides the eligibility process for for pre-application.

Applicants for the support programme are expected to have undertaken initial mapping against the Knowledge and Show How competencies for this route to registration. Please describe below any gaps you have identified at this stage and your plans to address these. Please expand the table as necessary.

Competency reference	Suggested method to address gap (i.e. training, shadowing etc.	Target completion date

I expect to complete the preparation required for a pre-application submission to UKPHR within 1 year/2 years (delete as appropriate) **and commit to a minimum of 10 study days during the year.**

DECLARATION

I confirm that the information I have given is accurate and should I be accepted onto the support programme I agree to abide by its principles and to participate fully.

Signed: **Date:**

Please ensure your line manager completes the following section before submitting your application for the support programme

Section C (to be completed by Line Manager)

By completing the statement, it is assumed that you fully sponsor your applicant's participation in the support programme, agree to a minimum of 10 study days during the year and can confirm that they will be given protected time to access the following (as required):

- informal peer-led Action Learning Sets (monthly)
- 1:1 assessment to confirm 'know how/show how' gaps
- CPD to address identified gaps in knowledge
- reflective writing support
- placements/project work to address gaps in portfolios
- support for portfolio building
- individual feedback on draft commentaries
- a form of professional appraisal and access to 360 appraisals*

*any cost for 360 tools would be for arrangement between the applicant and their employer

Please tell us if you or another colleague would be willing to provide mentoring support to the applicant during their involvement in the support programme

Line manager:

Signed		Position	
Print name		Date	
Email		Phone number	

Supporting Notes

Application Submission

Please send the signed application documents by email, with electronic signatures or signed by hand, scanned and then emailed.

Applications for the support programme should be emailed to chris.sharp@dhsc.gov.uk by **Friday 02 December 2022** and the outcome will be confirmed in writing.

Office for Health
Improvement
& Disparities

ADPH Network

NHS
Health Education England

Appendix A

The Aug 2020 UKPHR guidance on the pre-application process is clear on the eligibility criteria required:

The applicant must:

- *Work in, or have worked previously in a public health role and will be able to demonstrate practice in accordance with Good Public Health Practice;*

- *Will be able to demonstrate competence in public health practice equivalent to a newly qualified public health professional who has completed the Public Health Specialty Training Programme;*

- *Hold a post graduate qualification (in any relevant public health discipline) i.e. Level 7 and above in the Qualifications and Credit Framework[1] or Level 11 and above in Scottish Credit and Qualifications Framework[2];*

- *Maintain and enhance professional knowledge and skills by way of continuing professional development, participating in a relevant formal CPD scheme[3] (for assessment of this requirement, see important note below);*

- *Consistently demonstrate sound judgment in effectively using a range of advanced public health expertise and skills, across the breadth of the UKPHR Specialist registration by portfolio assessment Framework of competencies 2018 (SRbPA Framework of competencies 2018);*

- *Use a range of advanced public health skills in working at senior organisational levels to deliver population health in complex and unpredictable environments;*

- *Have experience of Strategic Leadership and Collaborative Working for Health;*

- *Is able to submit evidence of recent and complete appraisal documentation together with PDP and 360 feedback; and*

- *Be able to submit a completed portfolio within 18 months of approval to submit a portfolio.*

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[1] https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels
[2] https://scqf.org.uk/interactive-framework/
[3] A CPD scheme that is professionally structured and audited e.g. UK Faculty of Public Health