

Yorkshire and the Humber Public Health Practitioner Registration Scheme

April 2019 – March 2010

Cohort 1 Application Guidance Document

This guidance document is for workforces across Yorkshire and the Humber who promote, protect, advocate for, develop and improve the Public Health of local communities and groups. They may be based in Local Authorities, the NHS, Primary Care or any of the Health and Social Care organisations delivering Public Health services.

The Centre for Workforce Intelligence (CfWI) report on ‘Understanding the public health practitioner workforce: a CfWI study’ provides the following definition for public health practitioners¹:

‘All staff engaged in public health activities who identify public health as being the primary part of their role.’

This guidance document sets out a process for Practitioner Application for the Yorkshire and the Humber Practitioner Registration Scheme. The guidance includes information on:

- 1. The background to the PH Practitioner Registration Scheme**
- 2. The Yorkshire and the Humber Public Health Practitioner Registration Scheme**
- 3. The Yorkshire and the Humber Practitioner Application Process**
 - 3.1. Selection Criteria**
 - 3.2. Application Submission**
 - 3.3. Selection Process**
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¹https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/507518/CfWI_Mapping_the_core_public_health_workforce.pdf

1. Background

In April 2011, the UK Public Health Register ([UKPHR](#)) accepted its first submission of a portfolio for [Public Health Practitioner registration](#). This regulatory framework aims to protect the public via the development of agreed professional standards which will:

- Provide quality assurance of the workforce to common and agreed standards;
- Provide quality control of the workforce by placement onto a professional register.

The framework of standards for Public Health Practitioners is now a fundamental part of the career and skills development for this workforce, to support the most effective delivery of Public Health Outcomes².

The Public Health Practitioner Standards are set at a **minimum** of Level 5 of the Career Framework for Public Health³.

The Scheme works with Practitioners wishing to evidence their professional practice through the production of a portfolio demonstrating the UKPHR standards and their application in practice. Practitioners will have access to support Continued Professional Development through the schemes programme including:

- Self-Assessment against UKPHR standards;
- How to write Commentaries and evidence Competence through supportive work products and testimonials;
- Learning sets to assist in bridging any knowledge gaps;
- Continued professional development through the Appraisal process with their employer;
- Assessors & Verifiers who are trained to formally review portfolio summaries and supporting evidence;
- Registered Public Health Practitioners and Assessors who may act as informal Mentors to Practitioners.

² <https://www.gov.uk/government/publications/public-health-outcomes-framework-2016-to-2019>

³ http://www.skillsforhealth.org.uk/index.php?option=com_mtree&task=att_download&link_id=163&cf_id=24

2. Yorkshire and the Humber Public Health Practitioner Registration Scheme

The Yorkshire and the Humber Scheme is committed to supporting all practitioners who wish to develop portfolios of evidence against the Public Health Practitioner Standards, over a 12-month period.

Practitioners who are successful with gaining a place on the Yorkshire and the Humber PH Practitioner Scheme will benefit from a range of support and development opportunities including:

1. Induction to the programme;
2. Portfolio Development Groups (PDGs);
3. Development of a Learning Contract;
4. Access to Public Health related Learning Sets or Masterclasses;
5. Access to an e-Portfolio;
6. Access to a Mentor if required;
7. Allocation of an Assessor - when the first commentary and supporting evidence is ready for assessment; and
8. Access to a verification panel to assure the quality of the portfolios from the scheme going forward for Practitioner registration to UKPHR.

At the beginning of the scheme, practitioners will be expected to attend the Induction Day on 30th April 2019. On this day all Practitioners who will be part of this Cohort will receive their information pack and gain an understanding of the programme in more detail. Practitioners will also be required to agree a learning and development contract with their line manager to reflect their learning needs and plans to complete the programme (further information on the contract will be provided on the induction day). If practitioners are unable to attend the Yorkshire and Humber induction day date then there will be the opportunity to join induction days for the Northeast (25th April 2019) and Northwest (29th April 2019) schemes instead.



Practitioners will normally submit a completed portfolio within 12 months of being accepted onto the programme. As a guide for employers, it is advised that following discussion between the Practitioner and their line manager, participants are allowed **seven** protected learning days to undertake the following during those 12 months:

- Induction day to the programme – 1 day
- Portfolio Development Group sessions (PDGs) – 1.5 days
- Appropriate masterclasses (as agreed with line manager) – 1.5 days
- A total of 3 days (pro rata for part time staff) for portfolio writing
- Time in the workplace to draw evidence for the portfolio from current work practice

As the Yorkshire and the Humber Scheme will be in its first Cohort year there will be two Verification Panels planned:

- **March 2020**
- **April 2020**
- **Practitioners will be expected to submit a completed portfolio within 12 months of being accepted onto the programme and six weeks prior to the date of the panel**

Please note: As the programme is part of a local implementation process for the Public Health Practitioner Standards, all participants will be expected to contribute to the evaluation of the scheme.

3. Application Process

In order to be considered for a place on the Scheme April 2019 to March 2020, interested Practitioners must submit a completed application form. In addition, you are requested to complete the self-assessment form.

In completing your self-assessment against the Public Health Practitioner Standards, you will:

- Describe your Public Health practice and relevant experience and skills gained to date;
- Begin to reflect on each area of the standards (giving practical examples of evidence where possible);
- Begin to identify any gaps you will need to address (and how they intend to go about this).

Incomplete applications will be returned with a request for more information if the closing date for applications has not occurred.

As this activity forms the start of the process for the scheme, we consider this an important indication of your commitment to develop and evidence your practice to achieve your registration as a UKPHR PH Practitioner.

3.1. Selection criteria

Applicants must be able to demonstrate:

- Employment within the Yorkshire and the Humber geographical areas;
- A minimum of two years' Public Health experience at Level 5 as a minimum;
- Applicants should be able to demonstrate a range of relevant experience with **only a few gaps**, which should be easy to address within the timeframe for completing the self-assessment against the Public Health Practitioner Standards;
- Your signed application commits you to aim to submit a completed portfolio by the date agreed in the learning contract and within 12 months;
- The learning contract completed at the start of the programme will demonstrate your commitment to the completion of elements of the programme by the deadlines indicated. Where unforeseen circumstances arise, and these deadlines are not to be met, we expect applicants to inform their Line Manager and the Scheme Co-ordinator, and once this has been agreed it should be confirmed in writing by your Employer;

- The commitment from line managers for support is also demonstrated through the signed application form, including the agreed time off to attend formal learning sessions, additional relevant CPD events arranged through the programme and allocated writing time for portfolio development.

3.2. Application submission process and deadline

Please send the signed application documents either by post, or email. In the case of an application being sent by email, it is essential to have signatures electronically or signed by hand, scanned and then emailed.

The Application process will open 5th December 2018 and will close 24th January 2019.

Completed applications should be sent to:

By Post: Emma Mason
Public Health Practitioner Coordinator for Yorkshire and the Humber
Leeds Institute of Health Sciences
Worsley Building
University of Leeds
Leeds LS2 9JT

By Email: e.mason@leeds.ac.uk

3.3. Selection Panel

Practitioner Scheme Applications will be reviewed by a selection panel comprising members of the Steering Group to ensure that applicants meet the application criteria and can achieve the 12-month portfolio development requirement for Cohort 1.

Successful applicants will then be invited to attend an interview on 20th or 21st February 2019.

Please note: Applicants not accepted onto the scheme in Cohort 1 can still access the full programme of CPD/ Masterclasses to develop their skills. Please refer to the CPD/Masterclasses webpage for further information:

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

You will also be eligible to apply for Cohort 2 of the Yorkshire and Humber scheme.

Successful applicants will be expected to attend the Public Health Practitioner Programme Induction Day on Tuesday 30th April 2019, Room 6.080, Level 6 (Dentistry), Worsley Building, University of Leeds.

Note - If applying, it is recommended you note this dates in your calendar now.

4. Terms and conditions

Applicants accepted onto the Cohort 1 Public Health Practitioner Scheme 2019 must agree to abide by its principles and participate fully in the support programme as outlined in this document. On acceptance onto the programme practitioners will be expected to attend the Induction Day. Practitioners will be supported to draw up a learning and development contract which is agreed with their line manager at that session. Should an applicant be accepted onto the programme and fail to comply without formal notification of exceptional circumstances they will not be guaranteed further support from the scheme.

Please also see and read related documents: **Application and Self-Assessment Form**