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*Public Health Register*

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# **Specialist Registration by Portfolio Assessment route - in detail**

**Briefing 2018**

# Accredited standards

Professional Standards Authority sets standards which **UKPHR must meet:**

- ▶ Protecting the public
- ▶ Inspiring public confidence
- ▶ Setting good standards for registrants
- ▶ Appropriate education and training
- ▶ Managing complaints fairly and effectively.



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# Original roles

**First**, to assess portfolios of existing specialists and admit to register (**generalist specialists**): Recognition of Specialist Status (**RSS**).

**Secondly**, as **Training Programme** intake became multidisciplinary, to admit to register specialists from backgrounds other than medicine on completion of training.



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# Expanded role – defined specialist

In 2007, UKPHR's managers (FPH, RSPH and UK Health Forum) and stakeholders agreed an **additional** portfolio assessment route for specialists.

It was intended to address needs of existing specialists whose skills and knowledge were particularly **deep in some areas**. We assess their portfolios and admit to register (**defined specialists**).



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## **Further expanded roles**

**From 2011, registration of public health practitioners, at first in 4 pilot areas but today covering nearly all UK.**

**From 2011, access to RSS restricted (UKPHR permission to proceed).**

**From 2015, Specialty Registrars from backgrounds other than medicine.**

# Rigorous standards for specialists to get on our register

Whether completing the Training Programme or a portfolio for assessment, specialist registrants meet high standards to get on the register. **QA standards** apply:

**Training programme:** Faculty, Schools of Health, annual report to GMC/UKPHR

**Portfolio assessment:** See later.

# **Rigorous standards for specialists to be able to stay on our register**

Mandatory standards for **CPD**, including making and keeping reflective notes.

**Annual renewal** of registration and **5-yearly re-registration**.

We are replacing the latter with mandatory **revalidation**.

# The new portfolio assessment route, not RSS and not defined

- ▶ Every applicant must satisfy the 2015 Training Programme curriculum **knowledge requirements.**
- ▶ This can be by passing the **Part A exams OR** assessment of evidence for knowledge.
- ▶ The **SHOW HOWS** match to the 2015 Curriculum.



# The 2015 Curriculum

The new **key area 10** covering integration and application of the competences for consultant practice is addressed in the **pre-application** process (see later).

The **other nine key areas** all apply in the retrospective portfolio assessment process.

# The nine key areas

- 1. Use of public health intelligence**
- 2. Assessing evidence of effectiveness**
- 3. Policy and strategy development and implementation**
- 4. Strategic leadership and collaborative working**
- 5. Health improvement, determinants of health and health communication**
- 6. Health protection**
- 7. Health and care public health**
- 8. Academic public health**
- 9. Professional, personal and ethical development**



# The new competencies

Based on the key areas of the 2015 Curriculum but not totally identical.

**Why?** A retrospective (not prospective) portfolio, so some wording is changed to help write and assess a retrospective portfolio

e.g. some terms repeat in different sections in 2015 Curriculum; some originals are grouped so they are assessed together and once.

# The pre-application process

Designed to ensure that:

- Applicant working at **the right level** (i.e. at least level of a newly qualified consultant); and
- Is able to show competencies **across all domains** of public health.

**Key Area 10** competencies are assessed at this stage.



# Who should apply?

- ▶ Work in public health role, following Good Public Health Practice.
- ▶ Use a range of advanced public health skills in working at senior organisational levels.
- ▶ Have experience of Strategic Leadership and Collaborative Working for Health.
- ▶ Able to submit a completed portfolio within 18 months of approval to submit a portfolio.



# Specific eligibility criteria

- ▶ Competence in public health practice at least equivalent to a specialist newly-qualified through the Training Programme.
- ▶ Hold a **post graduate qualification** (in any relevant discipline to Public Health).
- ▶ Maintain and enhance professional knowledge and skills by CPD, participating in a relevant formal CPD scheme.



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# Pre-application process

Application form with:

- **Current Job Description;**
- **Current CV including posts held in past 10 years;**
- **Most recent annual appraisal < 1 year pre application;**
- **360 degree feedback report + reflection < 3 years pre application;**
- **Current Personal Development Plan (PDP);**
- **Certified copies of qualifications / membership;**
- **Any relevant documents to section 8 of Fitness to Practice declaration;**
- **A fee.**



# Other pre-application requirements

Evidence of current **Continuing Professional Development**, including participation in a formal CPD scheme.

A **structured reference** from a “board level” senior manager who has observed applicant’s work within past 3 years.



# Decisions on pre-applications

- ▶ UKPHR staff may **reject** incomplete application or **request further information**.
- ▶ **Single assessor** may consult other assessors and Moderators before reaching a conclusion.
- ▶ **If decision is refusal**, Registration Approvals Committee will give reasons for its decision.



# Pre-application Quality Assurance

- ▶ Quality **check on receipt** of an application by UKPHR's staff.
- ▶ Referred to a **single assessor**, working with a Moderator, for a recommendation.
- ▶ Decision by Registration Approvals Committee (**RAC**).
- ▶ Turnaround target of 6 weeks.



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# If pre-application is approved

- ▶ Applicant has up to 18 months to **submit a portfolio** for assessment.
- ▶ The portfolio will be allocated to **two assessors** for assessment.
- ▶ 2015 Curriculum and UKPHR's requirements will apply to assessment – see following slides.



# If pre-application is refused

UKPHR will give **reasons for refusal**.

A **right of appeal** is provided.

**Can reapply** 6 months after the UKPHR response.

**Up to 3 applications** can be made.



# **Knowledge competencies**

**61 competencies** (51 in defined route).

Level required is Masters level (not necessarily via a Masters course).

Passing FPH **Part A exams** in past 7 years is enough evidence of all 61 competencies.

Each key area needs an overall **reflective** piece covering whole of that area.



# Evidencing knowledge competencies

If **acquisition** of knowledge more than 7 years ago, applicants must write reflective piece for each specific competency. Some require **current knowledge** at submission.

Application - show hows - can supplement knowledge evidence, e.g. a reflective piece.

**Key area 9** (and key area 10) in the pre-application evidence



# Show how competencies

**40 competencies** in total.

Claim each competency once if possible.

Need to write a number of **summaries** each setting out different pieces of work.

Demonstrate **personal and senior** role in a substantial piece of work relevant to each word of the competency being claimed.



# Writing a summary

A summary includes:

- ▶ Which competency is or competencies are claimed;
- ▶ Aim / objectives of work - *why?*
- ▶ Context of the work: organisation, chronological - *where + when?*
- ▶ Clear description of your role and actions - *what?*
- ▶ Method / approach to work including theoretical basis - *how?*
- ▶ Key results/outcomes: change in policy/practice/health outcomes - *so what?*
- ▶ Reflection of learning from the work, the competency - *do anything differently?*
- ▶ A list of the evidence signposted within the narrative.



# Evidencing show how competencies

**At least 50% of work and evidence relied on must be < 5 years old.**

**Need objective evidence supporting each claim**

*e.g. Reports, Chapters of larger documents, Presentations, Project proposals, Minutes, Commissioned work, Communications from others.*

*All require clear indication of individual's input*



# **Additional show how information**

Provide **clear navigation** for assessors of narrative and evidence – this is crucial.

**Confidentiality:** redact contact details of the public and personal details of colleagues.

Use of **testimonials** - needs to be specific to the competency being evidenced - must use the proforma prescribed by UKPHR.



# Portfolio assessment process

Once portfolio received by UKPHR, assessors have **8 weeks** for first assessment, and aim to complete assessment process in most cases in 6 months, inclusive of clarifications.

Assessors' assessment discussed by  
**Registration Panel.**

**Decision letters** are sent to applicants soon after Panel discussion.



# Applicant's role in assessment

After applicant's receipt of a decision letter,  
assessors **will phone** within 10 days to state  
the problems not the solutions  
i.e. the what, not the how.

Maximum time to deliver **clarifications** will be  
**6 months**.

Maximum time to deliver **resubmissions** will  
**be 6 months**.



# Clarifications

- ▶ Evidence could be adequate, but require **more detail** to reassure e.g. content of a course for knowledge or role played by applicant in a “shows” project.
- ▶ Evidence could be a written statement and **supplementary** documentary evidence is needed.
- ▶ If a clarification **inadequate** – **resubmission** of new evidence from new area of work.



# Resubmissions

- ▶ Evidence **inadequate** to demonstrate competence.
- ▶ Work **not feasible** to produce further relevant evidence.
- ▶ New evidence from **different piece** of work.
- ▶ Reason explained clearly in letter to applicant.
- ▶ Phone call offered with assessor - again the **what not the how**.



# Clarifications and resubmissions

- ▶ Note **time limits** for compliance have been aligned (**6 months**).
- ▶ They will be assessed by the **same assessors** who assessed the portfolio previously, if possible.
- ▶ Registrar can **extend time** for compliance (up to twice) for good reasons.



# **Assessment of portfolio - QA**

- ▶ **Moderators** may advise, respond to queries from assessors or moderate assessment.
- ▶ **Clarifications and resubmissions** still available to assessors.
- ▶ **Registration Panel** will debate assessors' recommendations.
- ▶ Where recommended by the Panel, the RAC will consider **admitting to register**.



# Failing the assessment

**1. No more assessment** after 3 assessments.

**2. Complete return:**

- ▶ Not working at right level (pre-application);
- ▶ Assessors' decision, agreed by Panel.

Two opportunities to resubmit a portfolio.

**3. Unassessable portfolios:**

- ▶ Poor navigation, assessors report to Panel;
- ▶ 6 months allowed to resubmit the portfolio.



# **Failing the assessment - QA**

**Moderators involved in all 3 scenarios.**

**Registration Panel** will debate assessors' recommendations.

**A right of appeal** is provided (on process, not on an assessment decision).

# Key tips – 1

In every summary, include:

- ▶ the competency(competencies) addressed
- ▶ aims and objectives
- ▶ clear description of **my role and responsibilities**
- ▶ brief context for the work
- ▶ methodology/approach of **what I did**
- ▶ key results/outcomes
- ▶ reflection on learning experience
- ▶ evidence e.g. meeting notes, report, publication; emails



***Must be clear what YOU did***

# Key tips – 2

## Style of the commentary

- ▶ First page: which competencies
- ▶ A section for each competency
- ▶ Right hand columns to indicate - evidence and competency
- ▶ Evidence – just the relevant bits
- ▶ *Navigation is key*



## Style of writing

- ▶ Demonstrate role of applicant - ‘I’
- ▶ Wording of competency
- ▶ Demonstrate **all words** of the competency (not just a part)
- ▶ Confidentiality – ethical/legal/data protection

# UKPHR support for assessors

- ▶ **Moderators' training** for assessors, who also deliver in-post development training and respond to queries from assessors.
- ▶ **UKPHR's office** provides all administrative support for assessors.
- ▶ **Guidance** for assessors is published on UKPHR's website.



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# Support for applicants

- ▶ **Guidance** for applicants is published on UKPHR's website.
- ▶ **UKPHR's office** will provide help and assistance as well as information.
- ▶ There are some support groups for some specialists, but these are not connected to UKPHR.



# **RSS and defined specialist routes will close next year**

UKPHR's Board has announced UKPHR will **close** RSS and defined specialist routes on **31 August 2019**.

UKPHR is **still assessing** portfolios under this route in the meantime.

This is a **more demanding time** for UKPHR's assessors.



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