**UKPHR Public Health Practitioner Registration Scheme**

**Assessor Application Pack**

The Yorkshire and the Humber (Y&H) Public Health Practitioner Registration Scheme is currently recruiting for new Assessors to be trained by the UK Public Health Register (UKPHR) to undertake practitioner portfolio assessment. Assessors are appointed by the Board of the UKPHR (following satisfactory completion of mandatory initial training) for a period of three years, with an option for a further term or terms, by mutual consent between the assessor, the scheme co-ordinator and the UKPHR.

|  |
| --- |
| **Role Description** |
| * To independently assess applications for verification (and probable subsequent application for admission to the UKPHR) against the UKPHR’s public health standards for practitioner registration, including requirements for clarification or resubmission of evidence;
* To provide feedback and advice to applicants on the assessment of their evidence in a timely way as specified in the UKPHR guidance for practitioner registration;
* To make recommendations on whether or not applicants should be registered for the appropriate Verification Panel, normally via the local scheme co-ordinator;
* To work with other assessors to undertake double assessments as required, and to share assessment experiences and understanding of the standards for a level 5 or above practitioner;
* To present and discuss assessments at a Verification Panel meeting, if required, in person if possible but otherwise by teleconference;
* To ensure that all deadlines are met;
* To participate in moderation and other quality assurance activities;
* To complete a minimum of one whole assessment per year;
* UKPHR and the Y&H Scheme will organise development forums for assessors each year and assessors are expected to attend at least one such event every two years and to complete refresher assessor training in line with UKPHR requirements.
 |

**Value and Benefits of becoming an Assessor**

* Individuals trained will become a UKPHR Assessor;
* Contribute to the development of public health careers for individuals;
* Support the professionalisation of public health practitioners;
* UKPHR certificated training and appraisal that can contribute to your own CPD – ‘trained to assess’, and for your on-going personal development;
* Enhances your understanding of how the full range and scope of public health knowledge and skills are applied to the implementation of public health interventions by practitioners;
* Broadens your appreciation of public health agendas, policies, roles, services and interventions in other areas – both geographical and service area;
* Develops a sound grasp of retrospective portfolio building which could help with your own future portfolio development.

**Eligibility Criteria**

* To have at least two years’ experience at senior or advanced practitioner level or above in multi-disciplinary public health, or in a post of equivalent responsibility, and/or to be registered as a public health practitioner with the UKPHR and/or to be of good standing with another appropriate professional body and be able to provide relevant references;
* To be able to provide evidence of current continuing professional development;
* To be skilled in assessing evidence submitted to demonstrate knowledge, understanding and its application in practice, following successful completion of mandatory training by the UKPHR;
* To be conversant with the public health standards for practitioner registration;

* To be able to maintain impartiality in the assessor role whilst providing support to practitioner through concise assessment feedback;
* To be able to devote the necessary time and to give the role appropriate priority.

To apply for this role, please complete the attached form and return electronically to:

Emma Mason, e.mason@leeds.ac.uk

**For any queries please ring Emma Mason on 0113 343 5683 or 07786 364737**

**EXPRESSION OF INTEREST**

**UKPHR Practitioner Registration scheme Assessor**

Please read the UKPHR Framework and Guidance for Practitioners, Assessors and Verifiers guidance [link](https://www.ukphr.org/wp-content/uploads/2014/08/UKPHR-Framework-and-Guidance-for-Applicants-Assessors-Verifiers.pdf) before submitting this form

|  |
| --- |
| **Your Details** |
| Your name: |  |
| Title (Dr, Mrs, Mr): |  |
| Employing organisation: |  |
| Job Title: |  |
| Level of post [Skills for Health](http://www.skillsforhealth.org.uk/index.php?option=com_mtree&task=att_download&link_id=163&cf_id=24)  |  |
| Work address with postcode: |  |
| Tel. No.  | Work: | Mob: |
| Email address: |  |

|  |
| --- |
| **Your Employer** |
| Line Manager’s name: |  |
| Title (Dr, Mrs, Mr): |  |
| Job Title: |  |
| Work address with postcode: |  |
| Email address:  |  |
| Employing organisation: |  |
| Please detail in no more than 200 words why you would like to be trained as a UKPHR Assessor, including years of service, and range of relevant experience |
|  |

**Responsibilities of the Assessor**

Assessors and Verifiers are the custodians of the standards of practice for practitioners and their roles are of the upmost importance. The UKPHR provide training and moderation for these roles.

Assessors must:

* Meet the UKPHR Assessor job description and person specification *(pg:34 Framework and Guidance Doc);*
* Successfully complete the UKPHR Assessor training;
* Be skilled in assessing evidence submitted by applicants;
* Be thoroughly conversant with the public health practitioner standards;
* Sign off all standards as being met and to then pass applications portfolio for verification to the appointed verifier.

**Training Requirements**

To be an Assessor you need to be a Senior Specialist Trainee, Consultant, Aspiring Defined Specialist, Environmental Health Professional, or other Public Health Professional with at least two years of Senior Level Public Health experience.

You will be required to attend a full day and a consecutive half day’s training (1.5 days) by the UKPHR in the first year and dial in to bi- monthly telephone conferences or join such a meeting face to face.

Each subsequent year you will be required to dial in to at least 2 assessor support telephone conferences and attend one day of assessor refresh training.

Becoming an assessor will contribute to your own CPD and brings a number of professional rewards as an employer, line manager and employee. It enables you to be more closely linked with the developments in the public health workforce and strengthens your professional competence with regards to knowledge of the UKPHR standards.

|  |
| --- |
| **Declaration of commitment** |
| **Prospective Assessor** | **Line Manager** |
| I have read the UKPHR Framework and Guidance for Applicants, Assessors and Verifiers. I confirm that the information I have given is accurate and should I be accepted onto the scheme I agree to abide by its principles and to participate fully.I commit to attending the UKPHR training and any additional standardisation or review meetings for the Yorkshire and the Humber Scheme in which I am required to participate.I understand that this role is voluntary and commit to providing positive support to all candidates who I may assess in due course.I am able to attend the Assessor Training (Dates TBC). | I confirm that the organisation supports this expression of interest.I confirm that the required time commitments for training, standardisation workshops and the assessments of two portfolios over 12months will be fully supported, and will become a part of the applicant’s appraisal process and continuing professional development within the workplace.I understand that this role is voluntary, and that the applicant will be dedicating some of their own time to carry out the assessment of portfolios to support the professional registration of practitioners. Thus making a highly valued contribution to the professional development of the PH workforce. We will enable some work time allocation as recognition of this contribution. |
| **Applicant’s signature:** | **Line Manager’s signature:** |
| Date: | Date: |

Please use electronic signatures if sending by email.

**Please send your completed application form to Emma Mason, e.mason@leeds.ac.uk**