**UKPHR Public Health Practitioner Registration Scheme**

**Verifier Application Pack**

The Yorkshire and the Humber (Y&H) Public Health Practitioner Registration Scheme is currently recruiting for new Verifiers to be trained by the UK Public Health Register (UKPHR) to undertake a review of completed practitioner portfolios, approved by an assessor. Verifiers are appointed by the Board of 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 verifier, the scheme co-ordinator and the UKPHR.

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| **Role Description** |
| Verifiers have to:   * To verify practitioner portfolios that have previously been assessed and application to the verification panel; * To be available to discuss assessments at a meeting of the verification panel; * To provide feedback and advice to assessor(s); * To successfully complete the UKPHR Verifier training; * To make recommendations to the appropriate verification panel; * To retain a copy of the completed application for registration with the UKPHR within 3 months. |

**Eligibility Criteria**

* You must be a Public Health Specialist Registered with the GMC, GDC or UKPHR, in good standing, and to have held a Consultant or Specialist post for 3 years;
* You will commit to attend a half days training by the UKPHR;
* You will commit to attend approximately 2-3 verification panels per year, and possibly 1 – 2 half day workshops per year.

The Benefits to you are:

* Attending UKPHR certificated training, which would contribute to your own CPD – ‘guardian of practitioner standards’, on-going training;
* You would increase your appreciation of the full range and scope of Public Health Knowledge and Skills, and how these are applied to Public Health interventions at a Practitioner level;
* You would broaden your appreciation of Public Health roles, services and interventions both geographical and for service areas;
* Your experience would inform how you support your own workforce’s career development.

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

[e.mason@leeds.ac.uk](mailto:e.mason@leeds.ac.uk). **For queries please ring Emma Mason on 0113 343 5683.**

**EXPRESSION OF INTEREST**

**UKPHR Practitioner Registration scheme Verifier**

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

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| **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: |  | |

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| **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 | |
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**Responsibilities of the Verifier**

To be a registered Public Health Specialist with the GMC, the GDC or the UKPHR, to be in good standing and to have held a Consultant or Senior Specialist post or a post of equivalent responsibility, for at least three years;

To be skilled in providing independent scrutiny of a portfolio of evidence submitted to demonstrate competence;

To be thoroughly conversant with the Public Health standards;

To be able to maintain impartiality in the role;

To be willing and able to devote the necessary time and to give the role appropriate priority;

To be able to provide an appropriate reference(s);

To be able to provide evidence of current continuing professional development.

**Removal from the role of verifier**

Verifiers may be removed from their role for any of the following reasons:

Professional misconduct;

Unauthorised disclosure of confidential information;

Inability or refusal to perform the duties of a verifier and to meet the quality assurance requirements;

Inappropriate behaviour or continued poor performance.

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| **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 and assessors who I may verify portfolios for.  I am able to attend the Verifier Training (Dates TBC) | I confirm that the organisation supports this expression of interest, and have attached a reference for the applicant.  I confirm that required time commitments for training and standardisation workshops 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 support the professional registration of practitioners, thus making a highly valued contribution to the professional development of others. 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 e.mason@leeds.ac.uk**