

**UKPHR**  
**Public Health Practitioner**  
**Registration Scheme**  
Yorkshire and the Humber

## Information for those interested in joining the 2024 cohort

This information is for workforces across the 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, the voluntary sector, or any organisation responsible for commissioning and providing Public Health related activity.

The Centre for Workforce Intelligence (CfWI) report on 'Understanding the public health practitioner workforce: a CfWI study' provides the following definition for public health practitioners<sup>1</sup>:

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

This document gives key pre-application information on Yorkshire and the Humber Public Health Practitioner Scheme. If you are interested in pursuing UKPHR Registration by undertaking the 2024 Scheme, please register to attend our online Scheme Information Session on 22<sup>nd</sup> November 2023.

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<sup>1</sup>[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/507518/CfWI\\_Mapping\\_the\\_core\\_public\\_health\\_workforce.pdf](https://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.

Regional practitioner Schemes for public health practitioners are now a fundamental part of the career and skills development for this workforce, to support the most effective delivery of Public Health Outcomes<sup>2</sup>.

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 Scheme's programme including:

- Self-assessment against UKPHR standards
- How to write commentaries and evidence competence
- CPD to assist in bridging any knowledge gaps
- Assessors & verifiers who are trained to formally review portfolio summaries and supporting evidence
- Registered public health practitioners and assessors who are willing to act as informal mentors to practitioners

## 2. Benefits of practitioner registration for practitioners

Key benefits for practitioners participating in local Schemes and gaining registration include:

- Recognition of their competence
- Increased confidence and improved morale
- External validation of their work
- A sense of belonging to a wider community of practice defined by shared standards and core values

## 3. Introducing the Yorkshire and the Humber Public Health Practitioner Registration Scheme

The Yorkshire and the Humber Practitioner Registration Scheme is committed to supporting practitioners who wish to develop their practitioner portfolio of evidence against the Public

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

Health Practitioner Standards. Practitioners are supported to develop and complete their portfolio over 18 months from the cohort start date.

The Scheme offers:

- Three portfolio skills workshops
- Practitioner forum meetings that support you in every aspect of developing your portfolio (six over the course of the Scheme)
- Feedback on your first draft commentary
- Access to a range of CPD workshops to support your reflective practice and underpinning knowledge
- Access to the City and Guilds e-Portfolio resource
- Allocation of an assessor, when your first commentary is ready for assessment

**N.B.** Practitioners are required to identify a mentor who will offer support and guidance to them throughout their journey. Generally, this is a colleague, who is a registered practitioner and/or an assessor for the Scheme, as they will understand the requirements.

### Timetable – Cohort 6 – Commencing April 2024

Date	Activity
Wed 22 <sup>nd</sup> November 2023, 09:30-11:30	<b>Scheme Information Session</b>
Thurs 13 <sup>th</sup> December 2023 – Fri 23 <sup>rd</sup> February 2024	Applications Open – Cohort 6
March 2024	Shortlisting and informal interviews
Thurs 11 <sup>th</sup> April 2024	Places confirmed on UKPHR Y&H Scheme
Tues 30 <sup>th</sup> April 2024, 09:30 – 13:30	<b>Portfolio Skills Workshop 1 – Induction &amp; Commentary Writing</b> Alix Sheppard
Wed 15 <sup>th</sup> May 2024, 13:00-14:30	<b>Practitioner Forum meeting 1</b>
Wed 5 <sup>th</sup> June 2024, 13:00-15:00	<b>Portfolio Skills Workshop 2 – Reflective Practice</b> Dr Susy Stirling
Tues 25 <sup>th</sup> June 2024, 09:30 – 13:30	<b>Portfolio Skills Workshop 3</b> Alix Sheppard
Thurs 25 <sup>th</sup> July 2024, 09.00- 10.30	<b>Practitioner Forum meeting 2</b>
Wed 18 <sup>th</sup> September 2024, 09.00 - 10.30	<b>Practitioner Forum meeting 3</b>
Thurs 31 <sup>st</sup> October 2024, by 12 noon	<i>Commentary 1 submission</i>
Wed 4 <sup>th</sup> December 2024, 09.00-10.30	<b>Practitioner Forum meeting 4</b>
Tues 25 <sup>th</sup> February 2025, 09.00-10.30	<b>Practitioner Forum meeting 5</b>
Fri 28 <sup>th</sup> February 2025, by 12:00 noon	<i>Commentary 2 submission</i>
Wed 14 <sup>th</sup> May 2025, 09.00- 10.30	<b>Final Practitioner Forum meeting 6</b>
Mon 30 <sup>th</sup> June 2025, by 12:00 noon	<i>Commentary 3 submission</i>
Friday 26 <sup>th</sup> September 2025	<b>Portfolio complete</b>

Those who join the Scheme are required to attend all the scheduled sessions **blue** text. In addition, practitioners can choose from CPD/Masterclass sessions offered on a range of topics.

We recommend that employers provide a total of four additional study days for commentary writing and gathering and organising evidence from the workplace.

It is important that prospective practitioners understand that to develop and submit a minimum of three (maximum of four) commentaries based upon their work, they will need to invest regular personal time in addition to the recommended study time.

It is recommended you visit the UKPHR website and register for the online introductory day for practitioner registration: [UK Public Health Register – Practitioner \(ukphr.org\)](https://ukphr.org)

#### 4. Selection criteria

To join the Scheme, you must fulfil the selection criteria:

- Current employment in a Public Health role within the Yorkshire and the Humber region
- A minimum of two years' Public Health experience at practitioner level (autonomous practice)
- Applicants need to demonstrate a range of relevant knowledge and experience with **only a few gaps**, which will be addressed within the timeframe of the Scheme
- Commitment and support from your line manager to fully engage with the Scheme requirements. This is demonstrated by your line manager signing your application.
- Applicants must be prepared to commit personal time to the development of their portfolio. Practitioners tend to underestimate how long each commentary takes to write (including identifying and organising of the supporting evidence).
- Commitment to attend the Scheme Information Session, Portfolio Workshops and all six Portfolio Forums (see dates in above table).
- Commitment to meet the deadlines for submitting commentaries (outlined in the table above) and to complete the whole portfolio on or before **26th September 2025**.
- We are unable to accept applications from practitioners who are currently studying for a formal qualification (e.g., MSc) as this will conflict with the time pressures and commitments.

## 5. Scheme Information Session

If you are interested in joining the Scheme that commences in April 2024 and meet the selection criteria, you will need to attend the Scheme Information Session. Here, you will find out more about the Scheme, what developing a portfolio involves and be guided in completing the self-assessment which is a key part of the application process. This takes place on Teams:

- **Wednesday 22<sup>nd</sup> November 2023, 09:30 – 11:30**

To reserve your place and receive a diary invitation with Teams joining link, please complete this [online registration form](#), by **09:00 Monday 20<sup>th</sup> November 2023**.

If you decide to make an application to join the Scheme, you will need to complete an application form and a self-assessment exercise.

The application form and self-assessment will be made available following the Scheme Information Session. If you are unable to attend the Scheme Information Session, please use the form linked above to express interest and the information shared during the information session will be forwarded to you.

### **Application process following the Scheme Information session**

The deadline for applications is **Friday 23<sup>rd</sup> February 2024 at 12 noon**. Applications will be reviewed by a selection panel, comprising members of the Yorkshire and Humber Practitioner Steering Group, to ensure that applicants meet the criteria and can achieve the completion of their practitioner portfolio within the 18-month timeframe.

**Successful applicants will be informed by Thursday 11<sup>th</sup> April 2024.**