

## **Yorkshire and the Humber UKPHR Public Health Practitioner Registration Scheme Cohort 3 Application Guidance Document**

**Commencing 27<sup>th</sup> April 2021**

**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 practitioners<sup>1</sup>:

*'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 UKPHR Public Health Practitioner Registration Scheme. The guidance includes information on:**

- 1. The background to UKPHR Practitioner Registration Schemes in the UK;**
- 2. Information about this regional scheme;**
- 3. The Yorkshire and the Humber Practitioner Application Process**
  - 3.1. Selection Criteria**
  - 3.2. Application Submission**
  - 3.3. Selection Process**
- 4. Terms and Conditions**

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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.

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 Outcomes<sup>2</sup>.

The Public Health Practitioner Standards are set at a **minimum** of Level 5 of the Career Framework for Public Health<sup>3</sup>.

### 2. Yorkshire and the Humber Public Health Practitioner Registration Scheme

The Yorkshire and the Humber Scheme commenced in April 2019 and is committed to supporting all practitioners in the region who wish to develop portfolios of evidence against the Public Health Practitioner Standards, over a 12-18 month period.

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

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

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

<sup>3</sup> [http://www.skillsforhealth.org.uk/index.php?option=com\\_mtree&task=att\\_download&link\\_id=163&cf\\_id=24](http://www.skillsforhealth.org.uk/index.php?option=com_mtree&task=att_download&link_id=163&cf_id=24)

At the beginning of the scheme, practitioners will be expected to attend the Induction Day on **27<sup>th</sup> April 2021**. On this day all Practitioners who will be part of this Cohort will receive their information pack and gain an understanding of the local scheme in more detail. If practitioners are unable to attend the Yorkshire and Humber induction day date then there will be the opportunity to join induction days for other UK schemes instead (Dates to be confirmed in due course).

**Practitioners will normally submit a completed portfolio within 12-18 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 activity during this period:

- Induction day to the programme – 1 day
- Portfolio Development Group sessions (PDGs) – 1.5 days
- Appropriate CPD or 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

### **3. Application Process**

In order to be considered for a place on Cohort 3 of the Scheme commencing on 27 April 2021, interested Practitioners must submit a **completed application form and 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.

## ***Health Education England***

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 Public Health 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 12-18 months;
- Where unforeseen circumstances arise, and these deadlines are not to be met, we expect applicants to inform their Line Manager and the Scheme Coordinator, 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 by email to **PHPPYH@leeds.ac.uk**

**The Application process will open 7<sup>th</sup> December 2020 and will close 31<sup>st</sup> January 2021.**

Completed applications should be emailed to **PHPPYH@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 12-18 month portfolio development requirement for Cohort 3.

**Successful applicants will then be invited to attend an interview in February 2021 (dates to be confirmed).**

**Please note:** Applicants not accepted onto the scheme in Cohort 3 can still access the full programme of CPD/ Masterclasses training sessions 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 may also be eligible to apply for Cohort 4 of the Yorkshire and Humber scheme.

Successful applicants will be expected to attend the online Public Health Practitioner Programme Induction Day on **27<sup>th</sup> April 2021**.

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

#### **4. Terms and conditions**

Applicants accepted onto the Cohort 3 Public Health Practitioner Scheme 2021 must agree to abide by its principles and participate fully in the support programme as outlined in this document. 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 read related documents: Application Form and Self-Assessment Form**