

**DEFINED SPECIALISTS BRIEFING PACK  
FOR APPLICANTS TO THE UK PUBLIC  
HEALTH REGISTER**

The briefing pack consists of:

1. An Introduction to the UK Public Health Register
  - Application form
  - Guidance for completing the application form
  - Guidance for references/testimonials
2. A copy of UKPHR Code of Conduct'
3. A copy of the Portfolio Assessment Framework
4. An assessment proforma – evidence to be listed
5. A matrix to be completed – evidence to be referenced to competence

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[www.ukphr.org](http://www.ukphr.org)

# AN INTRODUCTION TO THE UK PUBLIC HEALTH REGISTER

## 1. **STANDARDS FOR SPECIALIST PRACTICE IN PUBLIC HEALTH**

Underpinning principles for the UK Public Health Register:

- *Public protection*
- *Fairness*
- *Transparency*
- *Simplicity*
- *Robustness*
- *Inclusivity*
- *Collaboration*

### **The purpose of voluntary registration**

UKPHR's objective is to promote public confidence in specialist public health practice in all four UK countries through independent regulation, by:

- publishing a register of competent Specialists in Public Health
- ensuring through periodic revalidation that Specialists in Public Health keep up to date and maintain competence
- dealing with registered specialists who fail to meet the necessary standards
- promoting high standards in specialist public health practice

Registration is designed to assure the public and employers that multidisciplinary specialists in public health are appropriately qualified and competent. It sets standards that are recognised throughout the United Kingdom and provide significant public protection from unprofessional or unethical behaviour. It enhances professional recognition of specialist public health practice in employers, other professionals and the public. UKPHR operates within a regulatory context for multidisciplinary public health, and has recently been accredited by the Professional Standards Authority as meeting its standards of practice for voluntary regulators.

The Register is explicit in its commitment to professional values. The general professional expectations of Public Health Specialists are set out in UKPHR's Code of Conduct (enclosed in the pack for applicants). Every applicant for registration must state that they understand this code and will abide by it. Against it will be judged any information that calls into question a specialist's fitness for registration on the Register.

Each specialist who applies for registration is assessed for their competence. These are based on the key areas of public health as in the Faculty of Public Health's 'Good Public Health Practice', and the individual competencies are set out in the proforma which an applicant must

complete together with the matrix. The Register maintains the highest standards of impartiality and objectivity in its assessment of applicants.

### **Who the UK Public Health Register is for**

The Register is for Public Health Specialists from any professional background who may work in the NHS, in local government, in further or higher education, in voluntary organisations or private companies. Some examples of backgrounds include public health sciences, environmental health, social science, medicine, nursing, health promotion, pharmacy, psychology and dentistry. Whatever their professional background, and wherever they may work, all such specialists have a common core of knowledge, skills and experience, and operate as a consultant (or at that level).

The Register is particularly for those public health specialists who have no other regulatory body; it also operates as a regulatory body for public health practitioners, but these do not apply directly to UKPHR; they have local schemes (please see the website for more detail).

Dual registration is available for a number of professionals. Agreement has been reached with the GDC and GMC that those on their specialist registers holding registration in public health medicine or dental public health, are eligible for admission to the UKPHR without further assessment subject to making a formal application, paying the relevant fee and completing a declaration.

## **2. STRUCTURES AND PROCESSES FOR REGISTRATION**

### **Administration of the Register**

The Register is administered by a not-for-profit company. This arrangement protects the independence of the Register.

The Register will be kept secure and protected against falsification and procedures comply with the Data Protection Act.

### **Governance**

The UKPHR Board and the UKPHR Registrar are accountable for the registration of multidisciplinary specialists in public health, regulating and monitoring their education and training leading to eligibility for registration, and will cancel registration in cases of unprofessional or inappropriate conduct (details of current Board members and of the Registrar can be found on the website).

### **Registration Panel and Assessment Teams**

The assessors currently work in teams (this will be reviewed periodically). One assessor undertakes to chair the team and make the overall recommendation to the Registration Panel.

The chairs of the teams (or nominated representative from the team) together with the Chair or Vice Chairs of the Registration Panel form the Registration Panel. The Chair of the Panel will not be a member of any assessment team. Assessors are also invited to join the Registration Panel at any of its meetings.

The Registration Panel meets regularly to review and approve the recommendations of the assessment teams to ensure consistency of approach. Recommendations are presented by the chairs of the assessment teams. The assessors have regular input in to these meetings.

Once an application has been to the Registration Panel all recommendations on applications are taken forward to the Registration Approvals Committee which is chaired by the Registrar who will then discuss/ratify any recommendations. This Committee is comprised of the Registrar, a UKPHR registrant and an independent member.

Everything possible will be done to ensure the integrity of the assessment process and the fair and impartial consideration of applications. No assessor will consider their own application, an application from a close working colleague, or an application from an individual whose portfolio s/he has supported, or where there is any other conflict of interest.

The Register Office will ensure that assessment teams only consider applications where there is no identified conflict of interest. Names of applicants are given to proposed assessors and they are asked to identify any with whom they have a close connection. If, despite these checks, assessors discover any conflicts of interest during any assessment process, they must declare them immediately to the Chair of their assessment team.

Assessors will be appointed as necessary to consider applications from specialists trained in Europe and in non EU countries.

All assessors will receive detailed training in the UKPHR portfolio assessment process, but should have prior experience of assessment processes.

Assessment teams will have access to expert advisers, approved by the Registration Approvals Committee, in the event that specialist advice is needed on particular aspects in the higher level areas of a defined portfolio submission.

The Registration Approvals Committee has a quality assurance role and will exercise it from the outset, given the importance of the decisions the assessors are making. Moderation will play a part in the process.

## **Procedure**

Assessment teams will consider applications consisting of:

- a completed application form, including a declaration concerning willingness to adhere to the UKPHR Code of Practice
- a CV detailing relevant qualifications, training and experience, and a current job description

- a complete portfolio for retrospective assessment and accompanying assessment proforma
- a testimonial in support of the portfolio
- a reference from someone familiar with the applicant's current work
- arrangements for Continuing Professional Development, which will form part of the revalidation process

Applicants may be called for interview in the form of a viva, as a second stage, if the assessment teams cannot reach a decision on the basis of written evidence.

Recommendations from the assessment team, presented by its chair, will be reviewed and approved by the Registration Panel which meets regularly for this purpose.

Applicants will receive the decision of the Registration Panel once ratified by the Registration Approvals Committee

These may be:

- admit to the register
- clarification required where evidence is received to cover all competencies but further explanation is required
- resubmission in one or more areas
- where an applicant is deemed not to be performing at the right level the portfolio will be returned as a 'complete return' and **will** count as a first submission
- where a portfolio is deemed unassessable this **will not** will count as a first submission
- Incomplete or unassessable portfolios will be returned as a total resubmission.

Applicants are given up to three opportunities to be assessed via the portfolio route. In the event of resubmission requirements in the first assessment there is written feedback to the applicant on areas in which the applicant is not yet considered competent, and a time limit will be in place. This will remain consistent across all applicants/applications. The Registration Approvals Committee will have discretion to consider any exceptional cases. In the event of failure at the third attempt, the individual may use the alternative route of an approved training programme.

### **Appeals**

Applicants may appeal against a decision to refuse them registration following assessment. The purpose of the appeal procedure is to allow an applicant to challenge any perceived flaw in the handling of their application for registration, on the grounds either that the decision was not warranted on the basis of the information provided, or because the procedure was faulty. The Registration Approvals Committee will maintain their obligation to demonstrate to the public that the published standards of competence are being maintained. The onus will be on the specialist to establish that the decision should be reviewed and to prove that the application process is flawed (full details regarding the appeals process is on the website).

## **Fees**

The current fee is: **£500** assessment fee, which is the only payment required upon portfolio submission. £295 annual retention fee.

### **3. MAINTAINING STANDARDS**

#### **Revalidation procedures**

Initially registration is for five years. Before the end of the five year period of registration, the Registration Approvals Committee requires to be satisfied that the specialist remains fit to practice. Currently, UKPHR is in discussion with the Faculty of Public Health to engage a system of revalidation. Currently UKPHR is running a system of re-registration for those registrants who have completed 5 years of registration. The requirements are a new application form and declaration, evidence of CPD, evidence of having a formal appraisal within the twelve months prior to re-registration and evidence of a PDP (Personal Development Plan).

#### **Restoration to Register**

Registrants whose registration lapses for whatever reason may subsequently wish to apply for restoration to the Register. Applications for restoration to the Register are considered by the Registrar (except the office may correct slips) who will decide whether or not to grant restoration. An application fee of £40 currently is payable and the Registrar may require payment of arrears. If you wish to enquire about restoration then please write to [register@ukphr.org](mailto:register@ukphr.org).

### **4. TAKING ACTION TO MAINTAIN STANDARDS**

Regulation is about defining, sustaining and raising standards. The Registration Approvals Committee will occasionally receive information suggesting that a specialist is not meeting the general professional expectations set out in the UKPHR Code of Conduct, through its re-registration process, or regarding a new applicant. This may be due to:

- their professional conduct
- their performance
- their state of health

The Registration Approvals Committee will deal firmly and fairly with these cases, and will refer to the Fitness to Practise Panel if necessary. It will consider each piece of information thoroughly and take action when justified. This could lead to advice, counseling or retraining, a reprimand or, if necessary, suspension from the Register or being struck off it.

UKPHR has a Fitness to Practise Panel which deals with all fitness for practise issues, whether related to professional conduct, health or performance. UKPHR Board approves disciplinary procedures and any changes to them. It has also approved the UKPHR Code of Conduct against which any complaints will be judged. The outcomes of cases handled by a disciplinary group will be reported to the UKPHR Board. If it feels that adjustment to the procedures or the

code of conduct is required in the light of developing case law, the UKPHR Board can approve changes.

Whilst working within these policies and procedures set by the UKPHR Board, in order to comply with the European Convention on Human Rights, the Fitness to Practise Panel must be independent of the UKPHR Board in its handling of individual cases. All members of the Panel will be selected for the hearing from a pool of lay and professional members maintained by the UKPHR for that purpose. Its members will play no part in the other business of the UK Public Health Register. The Executive Director will act as secretary to the Panel but play no part in its decisions.

We are constantly looking to improve the service we offer to all service users, applicants and registrants. If you have concerns about any aspect of our service then please contact the register office at [register@ukphr.org](mailto:register@ukphr.org) or write to us at UK Public Health Register, Suite 18c, McLaren building, 46 Priory Queensway, Birmingham, B4 7LR. You may also use our comments, complaints and compliments form available via the following link. <http://www.ukphr.org/comment-complain-compliment/>

## **Annex 1**

THE TEN KEY AREAS OF PUBLIC HEALTH PRACTICE:  
(the basis of development of standards)

1. Surveillance and assessment of the population's health and well-being
2. Promoting and protecting the population's health and well-being
3. Developing quality and risk management within an evaluative culture
4. Collaborative working for health
5. Developing health programmes and services, and reducing inequalities
6. Policy and strategy development and implementation
7. Working with and for communities
8. Strategic leadership for health
9. Research and development
10. Ethically managing self, people and resources

Full details at: [www.ukphr.org](http://www.ukphr.org)





**APPLICATION FORM FOR REGISTRATION**

Please read the note guidance on completing the application form. Then complete this form in block capitals legibly in black ink, or typescript. Be aware throughout that you will have to declare your understanding that any false or misleading information may disqualify you from registration.

**Section A Registration details**

The details submitted in this section will go on the public register (excluding your title). This means that these details will be made available to the public. Therefore, please give here **only** those details that you wish to be included in the register. Your address will not be made public.

The UK Public Health Register is registered under the Data Protection Act 1998 and **all** information provided in this form will be held in accordance with the provisions of the Act.

Type of application                      Portfolio Assessment (Defined)                     

**Register information**

Title .....

Surname .....

Forename/s that **you wish to appear in the register** .....

Gender                      Male                       Female

Geographical region .....

**FOR OFFICE USE ONLY**

Office reference number: .....                      Date application received: .....

**Section B Additional details**

The rest of this section deals with additional contact information that **will not be included in the public register**, as well as other information which is relevant for assessment purposes.

Please give below the **address that you wish us to use for all contact purposes**

Address .....  
.....  
..... Post Code .....

Telephone ..... Mobile .....

E-mail .....

Date of Birth: Day .....Month .....Year..... Title .....

Nationality .....

Whether registered disabled: Yes..... No.....

Please give the full name and address of the organisation you work for, or indicate clearly if self employed

.....  
.....  
.....Post Code .....

Your job title .....

Email .....

Date you started in this post: Day ..... Month .....Year.....

Please give the same information about previous employment on separate sheet(s), and send a CV with this information.

Relevant qualifications and training programmes

Please state if you have been on a formal training programme in public health in the UK stating the Royal College/Faculty:

Yes/No (delete as appropriate)

Royal College/Faculty:

Please state the date of completion, and if **not** completed, the reason for leaving:

Please include your primary and professional and/or postgraduate qualifications and all relevant training programmes, whether or not they led to a formal qualification. Alternatively ensure that all the information requested below is included in your CV.

Qualification	Awarding body	Dates of study	Date of award
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Membership of relevant professional bodies

Body	Membership status (fellow member etc)	Date accepted
------	---------------------------------------	---------------

Membership number .....

Registration with relevant professional bodies

Body	Type of Registration (i.e. statutory/specialist etc)	Date of registration
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Registration Number .....

\*\*\*\* Please send certified copies of originals (see guidance as to who may certify) as evidence of your qualifications and your membership/registration of professional bodies. A certified copy of a marriage certificate/original affidavit is required if any documents are in a different name to the one you are currently using. \*\*\*\*

Testimonial and reference

Please attach to this form one testimonial and one reference from people who can give an opinion on your suitability for registration and, in particular, your professional competence. The testimonial should attest to the portfolio content together with your suitability for registration; the reference should attest to your suitability for registration regarding the competencies and level of work. For further detail on testimonials and references, please see the explanatory guidance.

Please give us details of the people providing your testimonial and other reference below.

Testimonial

Name and contact address

.....  
.....  
.....  
.....Post Code .....

Telephone number, fax and e-mail

.....

How does the person know you and your work?

.....

Reference

Name and contact address

.....  
.....  
.....  
.....Post Code .....

Telephone number, fax and e-mail

.....

How does the person know you and your work?

.....

UKPHR Fitness for Registration

1. Have you ever been convicted of an offence in a court of law or been cautioned, either in the UK or another country? You must include:
  - a) Any convictions in the UK that have been spent under the Rehabilitation of Offenders Act 1974;
  - b) Any road traffic convictions resulting in the loss of a licence to drive
  - c) Any offences for which you have been convicted in a military court or tribunal.**(Please note: we do not consider any cautions or convictions to be "spent". All cautions and convictions - no matter how old - should be declared)**

Please state yes or no.....

2. Have you ever been issued with a penalty notice for anything other than a fixed penalty notice for a traffic offence, for example for harassment, or disorder, etc, either in the UK or another country?

Please state yes or no.....

3. Are there any actions (disciplinary or criminal) pending against you:
  - a) in a criminal court either in the UK or overseas
  - b) by a present or past employer in the UK or overseas
  - c) any professional, membership, or regulatory body either in the UK or overseas
  - d) a university or college in the UK or overseas

Please state yes or no.....

4. Have you ever been suspended from practice or had a complaint against you upheld **or** had your registration removed or subject to conditions (or licence to practise revoked) by any regulatory, professional or membership body either in the UK or overseas?

Please state yes or no.....

5. Have you ever been fined, given a warning or reprimanded by any regulatory, professional or membership body in the UK or overseas?

Please state yes or no.....

6. Have you ever had any disciplinary action been taken against you by an employer; **or** have you been suspended from practice by an employer; **or** had a complaint against you upheld by an employer in the UK or overseas?

Please state yes or no.....

7. Have you ever been the subject of any disciplinary action by a university/college in the UK or overseas?

Please state yes or no.....

8. Have you ever been refused registration or membership with a regulator or professional body in the UK or overseas?

Please state yes or no.....

9. Do you know of any reason why a regulatory or professional body would not issue you with a letter/certificate of good standing in the UK or overseas?

Please state yes or no.....

10. Are you aware of anything about your physical and/or mental health which might raise a question about your fitness for registration, or continued registration, as a public health professional in the UK?

Please state yes or no.....

11. Are you aware of any aspect of your conduct and/or capability that might raise a question about your fitness for registration as a public health professional in the UK?

Please state yes or no.....

12. Have you ever entered into a settlement as a result of a medical malpractice or negligence claim?

Please state yes or no.....

\*\* If you have answered yes to any of the questions above you should provide further details at this initial stage e.g. a full statement of the circumstances surrounding the incident with your observations (if it is a concluded matter). To expedite your application it is helpful if you could send appropriate documentation also at this stage. Examples of documentation are listed in the addendum; please note that this list is not exhaustive and you may be asked to provide additional information/documentation.

If UKPHR later discovers that you did not provide full and honest details on these issues when making an application, UKPHR will investigate and the resulting conclusion could result in a fitness for registration case being brought against you.

## Declaration

1. I declare that I have read the UKPHR Code of Conduct and understand it and agree to adhere to it in my professional and personal life
2. All the information I have given in this application is true to the best of my knowledge and belief.
3. I undertake to notify UKPHR of any material changes in this information.
4. I understand that any false or misleading information I have given, or any deliberate omission of relevant information, may disqualify me from initial registration or continued registration.
5. I am aware that after an initial period of registration I will be subject to re-registration or revalidation after the prescribed period.
6. I declare that I am aware of the CPD requirements for continued registration, and I am undertaking learning appropriate to my practice and am maintaining a CPD log with suitable evidence, including reflective comment.
7. I am aware that I must be part of a formal CPD programme for the purpose of revalidation and subscribe to the requirements of the scheme.
8. I understand that UKPHR is registered under the Data Protection Act 1998 and that all the information I have provided will be held by UKPHR in accordance with the provisions of the Act. Only those contact details I have authorized for inclusion in the public register will appear there. I acknowledge that the UKPHR may receive information, including adverse information, about my fitness for registration, and I hereby consent to the UKPHR processing and disseminating such information for such reasonable purposes as it may determine.
9. I give permission for UKPHR to approach another statutory body with which I am currently registered to obtain information on any previous or pending disciplinary and/ or health matter.
10. I declare that arrangements are in place to provide appropriate compensation for any who suffer, as a result of, deficiencies in my work or that of my team.
11. I give permission for UKPHR to request a certificate/letter of good standing from any regulatory body with which I am registered.

Signed

Print Name

Date

UKPHR Registration No (if applicable)

## Fitness for Registration Addendum

### Declaration issues: additional information you should provide for initial consideration

- Q1 Date of caution or conviction  
Name and address of court or police authority  
Details of the penalty (if applicable) imposed  
Evidence of the caution or conviction in the form of a caution notice or conviction notice, or a recent Disclosure and Barring Service
- Q2 Documentary evidence of the penalty or harassment notice received
- Q3 Documentary evidence of the nature of the pending proceedings/investigation  
Details of the employer and details of the allegation  
Details of professional/regulatory/membership body with details of allegation  
Details on university/college and details of allegation
- Q4 Details of suspension including the length of time the sanction was imposed; details of membership/professional/regulatory body. Registration/membership number.  
Nature of complaint and any action. Any details of an appeal.
- Q5 Details of body involved; details of allegation and decision of hearing and level of sanction given. Details of registration/membership number. Any details of an appeal.
- Q6 Documentary evidence of any allegation, any hearings, outcome.  
Name of employer and contact names at employer to obtain secure information if we require it.  
Any sanctions imposed.
- Q7 Details of college/university  
Details of allegation and your observations  
Sanctions imposed
- Q8 Details of body who refused registration or membership.  
Documentary evidence of the grounds for refusal.  
Details of any appeal.
- Q9 Name of body who could refuse this.  
Grounds for refusal - an example is non payment of professional fees/disciplinary action etc.  
Details of a third party from whom we may seek a letter of good standing.
- Q10 A full statement from you which may subsequently require a letter from a health professional. Your statement may be sufficient.
- Q11 A full statement advising of the circumstances and how and why you have reached the judgment.
- Q12 Documentary evidence of the nature of the settlement and the nature of the malpractice or negligence. Please advise if the claim was disputed or proven.

Jan 2014



## Fees

An assessment fee of £500 is payable upon portfolio submission.

On admittance to the Register a registration fee is payable. The registration year runs from 1<sup>st</sup> July and the full year registration fee is £295. If your first registration is at a different time of the year than July your first registration fee will be reduced pro rata.

I enclose a remittance payable to 'Public Health Register' for the sum of £500  
to pay via Bacs please contact [register@ukphr.org](mailto:register@ukphr.org)

Registrants are offered the option of having up to and including three copies of their portfolio returned after registration. UKPHR will bear the costs for the delivery. One copy is retained in the Register Office for six years from the month of granting registration, before it is confidentially destroyed. Surplus copies are confidentially destroyed.

Portfolios relating to applications in progress are retained by the Register

\*\*Please ensure that you keep your own copy

\*\*Please now check whether you have filled in each page of this form.

\*\*\* Have you remembered to sign the declaration above? This declaration must be signed NO more than 1 month prior to sending the application. \*\*\*

### Have you enclosed:

- Four copies of the completed assessment proforma, matrix and four copies of your completed Portfolio for Assessment including ALL YOUR EVIDENCE. An electronic version of your assessment proforma should be sent to the register office in word format. If you have difficulties in reproducing any part of your evidence, please seek advice from the register office.
- Four copies of your application form in each copy of your portfolio with the original signed copy in a separate envelope with the fee.
- Four copies of your current job description to be included in your portfolio
- Certified copies as evidence of your qualifications and membership of professional bodies (see guidance as to who may certify)
- Full details of the curriculum of any degree courses
- A certified copy of a marriage certificate/original affidavit is required if any documents are in a different name to the one you are currently using (see guidance as to who may certify)
- A description of your arrangements for Continuing Professional Development
- Your testimonial and reference – please advise clearly on the application form if these are being sent direct to UKPHR
- Your assessment fee
- Completed declaration, included in application form

Monitoring – the information given in this section is for monitoring purposes only and is not part of the assessment process.

UK Public Health Register

What is your ethnic group?

*(Please enter a ✓ in the appropriate box.)*

- |                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1                    <i>White</i></p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Other White background <i>please write in</i>.....</p> <p>.....</p>                                                                                     | <p>4                    <i>Black or Black British</i></p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Other Black background <i>please write in</i>.....</p> <p>.....</p>      |
| <p>2                    <i>Mixed</i></p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> Other mixed background <i>please write in</i>.....</p> <p>.....</p> | <p>5                    <i>Chinese or other ethnic group</i></p> <p><input type="checkbox"/> Chinese</p><br><p>6                    <i>Other ethnic background</i></p> <p><input type="checkbox"/> <i>please write in</i> .....</p> <p>.....</p> |
| <p>3                    <i>Asian or Asian British</i></p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Other Asian background <i>please write in</i>.....</p> <p>.....</p>                     |                                                                                                                                                                                                                                                  |

*Thank you for completing this form. Your help is much appreciated.*

April 2008

**UK PUBLIC HEALTH REGISTER**  
**GUIDANCE NOTES ON COMPLETING**  
**THE APPLICATION FORM**

Please read these notes carefully before completing the application form and keep them by you.

Complete all sections of the form to the best of your ability. Remember to sign it at the end and submit the supporting documentation. Omissions will slow down the processing of your application.

The UK Public Health Register is registered under the Data Protection Act 1998. All the information you give us will be held in accordance with the requirements of the Act.

**Registration details**

The information you give in this section will provide the basis for your entry in the register. This will be publicly available on the Register website and, to enquirers, in hard copy.

This is what a typical register entry will look like (content only). Other details you provide to the Register will not be publicly available.

Registration number:	0000
Name:	Sam
Surname:	Smith
Gender:	Male
Status of Registration:	e.g. current/lapsed etc
Type of Registration:	generalist specialist / defined specialist etc
Date of first registration:	e.g. 1 May 2008

Please give your name exactly as you would like it to appear on your registration certificate.

We will allocate your registration number and dates of registration later.

## **Additional details**

Please give the additional information we request here.

You must give us here an address at which the UKPHR may contact you when necessary. We will not publish this in the register.

We also need to know your current employment and your employment history. Use separate sheets as necessary or submit a CV, as long as it includes a full employment history.

## **Testimonial and reference**

The submission of a testimonial in support of the portfolio assessment, and a general reference in support of the application as a whole, forms part of the assessment process. The testimonial and reference will be considered by the assessment teams.

Please give details of the people providing your testimonial and your reference on the application form, even if you are including the testimonial and reference with your application form. Use the enclosed details to show the people providing your testimonial and your other reference what is needed: there is a checklist of what they should include. It will speed up the process considerably if you submit your testimonial and reference with your application form. However, if there is a very good reason why you cannot do this, tell us and we will obtain them for you.

Both the people chosen must be able to give their opinion on your suitability for registration, and in particular, your professional competence and must be familiar with your work. They may be a senior person or a professional colleague, but not someone junior to you. If you are employed, either the testimonial or the reference should normally be from a person who supervises your daily work. The reference may come from someone outside your own organisation or unit.

You must not name anyone for whom you yourself are providing a reference or testimonial. Please ensure that that you send both individuals a copy of UKPHRs Code of Practice, or refer to it through a link.

There is a difference between the testimonial and the reference. The testimonial will focus on the quality of the evidence submitted in the portfolio assessment, supporting the portfolio and the application for registration, stating, to the best of their knowledge, that the applicant is working at public health specialist level, or has the ability and competence to do so. If they are working at public health specialist level, the applicant will either have a strategic role and/or report to the Board. If they have the ability and competence to work at public health specialist level, they will be working at a very senior professional level.

The reference will be a general reference as to the personal qualities and abilities of the applicant regarding their fitness to practise as a public health specialist.

Referees may be contacted as part of the assessment process.

## **Fitness for registration**

Please answer all these questions, giving further information where necessary. Any false or inaccurate statements here will invalidate your application.

### **\*\*Original Documents\*\***

It is not necessary to enclose original documentation for example, for qualifications, courses attended, memberships of organisations etc, copies may be sent, but these must be certified copies, signed by a Chief Executive of a PCT, local authority, or equivalent in another organisation, or a Public Health Consultant or UKPHR registrant who must include his/her GMC/GDC/UKPHR registration number. The Register Office reserves the right to call for original documentation if required.

## **Enclosures for Portfolio Assessment**

Please do not forget to enclose with your application form:

- Four copies of the completed assessment proforma, matrix and four copies of your completed Portfolio for Assessment including ALL YOUR EVIDENCE. An electronic version of your assessment proforma should be sent to the register office in word format. If you have difficulties in reproducing any part of your evidence, please seek advice from the register office.
- Four copies of your application form in each copy of your portfolio with the original signed copy in a separate envelope with the fee.
- Four copies of your CV to be included in the portfolio
- Four copies of your current job description to be included in your portfolio
- Certified copies as evidence of your qualifications and membership of professional bodies (see guidance as to who may certify)
- Full details of the curriculum of any degree courses
- A certified copy of a marriage certificate/original affidavit is required if any documents are in a different name to the one you are currently using (see guidance as to who may certify)
- A description of your arrangements for Continuing Professional Development
- Your testimonial and reference – please advise clearly on the application form if these are being sent direct to UKPHR
- Your assessment fee
- Completed declaration

## **IMPORTANT: Portfolio assessment documentation**

Please complete the assessment proforma, together with the matrix, for each of the areas of public health practice on which you are submitting evidence in your portfolio. Please list the pieces of evidence you are enclosing for each sub-area (1.1, 1.2, 1.3 etc.). The assessors complete the 'comments' sections and use this to make recommendations on whether or not

you are admitted to the Register, and provide feedback to you in the event of your being asked to make a second application or being refused registration.

We are asking you to enclose four copies of your portfolio assessment and other documents, including all your evidence, because we need to send one to each member of the assessment team (see enclosed document Introduction to the UK Public Health Register) and keep one copy in the Register Office. If you have difficulties in reproducing any parts of your evidence, please seek advice from the register office.

### **The rest of the assessment procedure**

The composition of assessment teams and the assessment procedure is described in the enclosed document Introduction to the UK Public Health Register. It is possible, but will be unusual, that the assessment team may wish to interview you to clarify aspects of your application. You will be notified in advance about the issues to be discussed.

### **The timescale for assessment**

An application not involving an interview should take about 6 months (26 weeks) to assess from start to finish. Please do not contact the Register office within this time period unless you have exceptional reasons. Receipt of your application is acknowledged by the Register Office by email. If an interview is necessary, an additional 4 – 6 weeks, should be added to this timescale.

There may be times when this timescale may not be met e.g. during times of high volume of applications, availability of assessors etc but the UKPHR will do everything that it can to meet the timescale given.

If your application is successful we will send you a certificate of registration and further information about the UK Public Health Register.

### **Fees**

We have two fees: £500 for assessment and £295 for the register subscription fee in the first year. Please send the total of £500 with your application form. The process of assessing your application absorbs your assessment fee. If your application is unsuccessful, your assessment fee will not be refunded. The current annual registration fee is £295. .

We are constantly looking to improve the service we offer to all service users, applicants and registrants. If you have concerns about any aspect of our service then please contact the register office at [register@ukphr.org](mailto:register@ukphr.org) or write to us at UKPHR, Suite 18c, McLaren Building, 46 Priory Queensway, Birmingham, B4 7LR. You may also use our comments, complaints and compliments form available via the following link. <http://www.ukphr.org/comment-complain-compliment/>

## **DESCRIPTION OF ARRANGEMENTS FOR CONTINUING PROFESSIONAL DEVELOPMENT**

This should include evidence of inclusion in a formal CPD programme, such as with the Faculty of Public Health. All applicants must have some current arrangements for continuing professional development. Registrants will be required to be part of a formal CPD programme for the purpose of revalidation when it is introduced and evidence of CPD is a requirement for re-registration.

With your application you should also include a clear Personal Development Plan, covering:

- Your main development areas
- Objectives for each of the development areas
- Activities planned to meet the objectives

Activities can include:

- Educational meetings/lectures
- Supervised learning
- Learning on the job, e.g. research
- Public health audit
- Self-directed learning, e.g. private reading, learning sets
- Teaching and training of future specialists involving new learning
- Reflective practice with peers, e.g. mentoring

This list is not exhaustive.

Please include both pieces with your application.

## UKPHR

### Guidance for a request for a testimonial or a request for a reference from an applicant for admission to UKPHR

The UK Public Health Register requires, as part of its assessment process: a testimonial in support of the evidence contained in the portfolio assessment and a reference concerning the applicant's fitness for registration as a public health specialist.

Your testimonial or reference will be 'open'. This means the applicant may see it if they wish. The assessment team will obviously see copies as well.

- The testimonial should focus on the quality of the evidence submitted in the portfolio, supporting the portfolio and the application for registration, stating, to the best of their knowledge that the applicant is working at a strategic and senior level.

If you are providing a testimonial, please ask the applicant for a copy of their portfolio submission for your consideration before you write it (a copy of their portfolio assessment proforma may be sufficient for this purpose although you must be able to satisfy yourself that the evidence is there).

- The reference should be a general reference as to the personal qualities and abilities of the applicant regarding their fitness to practise as a public health specialist.

It speeds up the process if the applicant can include the testimonial and the reference with their application form and other documentation.

Applicants are asked to nominate people who regularly see their work, either as their manager or a professional colleague.

### Please cover the following in your testimonial or reference

1. Name of applicant for registration
2. How you know the applicant's work (e.g. manager, professional colleague etc.)
3. Testimonial
  - a. Professional competence, knowledge and skills in the ten key areas of public health practice as demonstrated in the portfolio assessment
  - b. Ability to practise as a public health specialist (see notes above)
4. Reference



- a. Please comment on the applicants' professional competence and ability to practise as a public health specialist
- b. Applicant's understanding of the standards of professional conduct summarised in UKPHR's Code of Practice (enclosed), and ability to abide by them
- c. Applicant's awareness of the limitations of their own professional competence, and ability to stay within them

### **Testimonial and reference**

5. Additional comments
6. Your name, position, and signature
7. The date

Please return your testimonial or reference to the applicant. If you would prefer to send direct you must advise the applicant in order that this information may be included in the application form, return it to:

UK Public Health Register  
Suite 18c  
Mclaren Building  
46, Priory Queensway  
Birmingham  
B4 7LR

We are very grateful for your help with this process. The role of the referees is vital in forming a rounded and accurate picture of each applicant's competence.

If you need more information about the UK Public Health Register or any aspect of the assessment process, please contact us on:

E-mail: [register@ukphr.org](mailto:register@ukphr.org);  
Tel: 0121 296 4370