

September 2015

AGENDA

**For the first meeting of the Routes to register task & finish group to be held on
Monday 5th October 2015 at 11.30am at UKPHR, 18c McLaren Building, 46,
Priory Queensway, Birmingham B4 7LR**

1. Appointment of Chair (it is intended that Selena Gray will be Chair)
2. Welcome, apologies and declarations of interest
3. Terms of Reference for the group (see Appendix 1)
4. Membership of the Group (see list in Terms of Reference)
5. Secretariat for the group (it is intended that UKPHR will provide this)
6. Identification of key issues (see Appendix 2)
7. Sources of evidence, including results of UKPHR's survey (see Appendix 3)
8. Timetable for completion of group's task (see Appendix 4)
9. Arrangements for communicating the work of the group
10. Next steps
11. Any other business
12. Date for next meeting

Appendix 1 – Terms of Reference

The purpose of this task & finish group is:

To examine options, plan and make recommendations to the Education & Training Committee, and through it to UKPHR's Board, for aligning all specialist routes to the register. This will entail a review of both the RSS and the portfolio framework. The task & finish group is not reviewing routes to register in relation to practitioner registration but may offer comment if it feels that there would be any consequent effects on practitioner registration of implementing its recommendations in relation to specialist registration.

Tasks

- To examine the current specialist routes to register, receive and consider comments and critiques from group members and stakeholders about their fitness for purpose and to investigate options for change going forward
- To consult widely on its work and involve public health stakeholders in its work as openly and transparently as possible
- To make recommendations to UKPHR on the structure and process, including budget, fees and charges, for implementing any plans it may recommend for changing existing routes to register including the development of any new or different routes
- To consider the implications for UKPHR's existing registrants and current applicants for registration including the timing and phasing of any change programme the group may recommend
- To consider the implications for UKPHR's involvement in the Public Health Wales pilot of advanced practice (public health) and the West Midlands practitioner registration scheme Part A Tutorial programme and to make recommendations, where appropriate, in relation to co-benefits, conflict of interest, commercial conflict and benefits
- To take, keep and deliver to UKPHR at the finish all minutes of meetings held by the task group, other records made and evidence received and keep copies safe for inspection.

Time for task and finish

It is envisaged that the group will meet for the first time in September 2015. A draft, tentative timetable for subsequent stages of the group's work is attached for the group's guidance but without limiting the group if it feels that different timescales are required. If the group wishes or foresees that the timetable may last beyond Summer 2016 it will notify the Education & Training Committee of this fact as soon as possible.

Reporting

The task group is set up under the aegis of the Education & Training Committee and will report to that Committee. The Committee will in turn report the group's recommendations to UKPHR's Board.

Costs and resources

UKPHR will meet the reasonable costs of the task and finish group including payment for meeting rooms and teleconferencing facilities, reimbursement of members' travel and subsistence and other incidental costs.

UKPHR will provide secretariat support for the group and meeting rooms at UKPHR's Birmingham office if requested by the group.

UKPHR is willing to pay for additional external consultancy support for the group's work but any proposal for such support must be costed and approved by UKPHR's Board before it is procured.

Membership

The following shall be members of the task group:

Selena Gray (Chair)

Claire Cotter

Ellen Cox (substitute Stephen Beglan-Witt) (GMC)

Ros Dunkley/Cerilan Rogers (Moderator)

Amanda Fletcher

Sue Lloyd

Brendan Mason (Faculty of Public Health)

Viv Speller

David Kidney (secretariat)

The Group may agree to extend membership to other persons or organisations on request or at its own initiative and is expected to work closely with representatives of regulators who operate revalidation and/or are planning to introduce revalidation

Quorum

As the task group has no specific powers nor delegated authority, all decisions will normally be reached by consensus and a quorum does not apply except that a decision taken at a meeting shall not be valid unless at least three members of the group are present

Decision Making

Voting at meetings of the task group on matters relating to management, for example, election of the Registrar as Chair, shall be taken by show of hands. In the event that progress on any issue of substance is deadlocked by disagreement, an indicative vote may be taken. In such circumstances the outcome of the vote will be persuasive, not binding, and in the event of continuing disagreement the matter in question will be referred to the Education & Training Committee for resolution.

Rules for meetings of the task group

At least seven days before a date arranged for a meeting of the group an agenda shall be sent to all members of the group setting out the date, time and venue of the meeting and the business to be transacted at the meeting

At the first meeting of the group members of the Group shall elect a Chair. If at any meeting of the group the Chair is not present, members of the group shall elect one of their number to chair the meeting

The UKPHR secretariat shall take minutes of meetings of the group.

The Secretariat shall circulate copies of the minutes to all members of the group and at each meeting of the group the minutes of the previous meeting shall be produced for approval as a true record of that meeting.

The Secretariat shall keep safe the minutes of all meetings of the group and shall produce them for inspection on the request of any member of the group and any person or organisation acting on behalf of UKPHR.

Appendix 2 – Issues for consideration

No change to the Standard Route

To note the GMC's approval of the 2015 curriculum and arrangements for its introduction.

Until then, the 2010 curriculum continues to apply.

This route is not excluded from the group's considerations but it is not expected that any change will be proposed.

Individual retrospective portfolio assessments

Options range from there being none to retaining some or all of the existing.

Replacement by a generic CESR route should be considered.

If one or more existing routes were to be retained, is there a need to review the standards UKPHR applies to the assessment?

Those individuals applying to join UKPHR as specialists via the RSS route or the defined specialist route are assessed against a 2001 UKPHR curriculum, which is closely aligned to the Public Health Skills and Knowledge Framework (PHSKF) and FPH curriculum prior to its 2007 revision.

Standards to be set

To consider whether all standards should be based on the 2015 curriculum.

PHSKF is currently under review – how should UKPHR respond if the standards in the reviewed PHSKF are different from the current standards?

What other standards are currently relevant? National Occupational standards?

Skills for Health? Skills for Justice?

Other developments to note

GMC's review of CESR.

PHE's work on Skills Passport.

Scottish Government's review of public health.

Four Health Departments' preparation of a new public health workforce strategy.

CfWI's reports (e.g. mapping public health workforces of England & Scotland, wider workforce, specialists' stocktake, future of the public health workforce and practitioners).

Impact on practitioner registration

If standards for specialist registration are changed, does this have any bearing on standards of assessment of practitioners' portfolios?

What will be the impact of the review of PHSKF?

Appendix 3 – Sources of evidence

General Medical Council – registration section of website:

http://www.gmc-uk.org/doctors/before_you_apply.asp

General Medical Council – role in specialty training

<http://www.gmc-uk.org/education/27007.asp>

General Medical Council – about CESR and CEGPR:

<http://www.gmc-uk.org/doctors/24630.asp>

General Medical Council – ongoing improvements to CESR:

<http://www.gmc-uk.org/news/26821.asp>

Nursing & Midwifery Council – registration section of website:

<http://www.nmc.org.uk/registration/joining-the-register/>

UK Faculty of Public Health – the approved 2015 specialty training curriculum:

http://www.fph.org.uk/curriculum_review

Professional Standards Authority – standards for accredited registers:

<http://www.professionalstandards.org.uk/accredited-registers/about-accredited-registers/our-standards>

PHE's report on the PHSKF/Skills Passport consultations:

<https://www.gov.uk/government/publications/public-health-skills-and-knowledge-framework-consultations-review>

Responses to UKPHR's survey of registrants and stakeholders:

On 14 August UKPHR commenced a consultation via survey monkey with a closing date of 25 September. In due course UKPHR will provide the group with an analysis of the responses received to inform the group's deliberations.

Appendix 4 - Timeline for the group's work

ACTION	DATE	COMMENT
Approval to proceed by UKPHR Board	July 2015	
1 st meeting of Working Group	Sept 2015	
Working Group review and proposals for new framework	Sept – Dec 2015	External consultant input may be helpful to support new framework development
Consultation on new assessment framework and timetable for implementation	Jan – March 2016	
Revision of framework in light of consultation responses	April 2016	
Approval of new framework by UKPHR	May 2016	
Issue of new framework to prospective applicants	June 2016	
New applicants required to use new framework	August 2016	