

January 2016

UKPHR MODERATOR

Would you like to become a UKPHR moderator?

Moderators are appointed by the UK Public Health Register (UKPHR) Board on the recommendation of the Registrar, initially for a period of **three years**, with an option for a further term or terms by mutual consent.

Moderation is integral to the quality assurance of the assessment process. Moderators are **accountable to the Board, normally through the Registrar**, but with direct access to the Board if required.

As a new member of UKPHR's moderation team you will **receive induction and will be trained**.
Please note that dates for training will be agreed after appointment.

Role purpose

- To help to ensure that **assessment processes are:**
Appropriate;
Consistent;
Fair;
Objective;
Robust; and
Valid
- To assist with the **interpretation of standards**
- To provide **support** for assessors

Please note that the role description below covers the work of the moderation team as a whole – specific tasks are shared as appropriate.

Role description

General – all moderators and all routes to the Register

- To **sample assessments** (*at least* one every two months on average) and highlight issues concerning the standard of assessment; to provide **feedback** to individual assessors and to assessors as a group through the Registration Panel, UKPHR's office, development days and other methods as agreed.
- To use a mix of sampling methods for moderation, for example **concurrent moderation** (providing feedback to assessors prior to finalising their assessment and **retrospective moderation** after completion of an assessment; to carry out **random and specific moderations** in response to referrals from the Registration Panel, local schemes and, in exceptional circumstances, the Board.
- To provide **advice and support** to assessors on request, whilst they are undertaking assessments.
- To undertake **occasional audits** of the quality of completion of assessment proformas and provide **feedback** to assessors (both specialist and practitioner).
- To provide input to **specialist assessor development sessions** (two/three per year are currently run) and **practitioner assessor and verifier development days**.
- To propose **change** to assessment practice if necessary.

- To **draw attention** of the Board, Registration Panel, verifiers (for practitioner registration) and scheme coordinators (for practitioner registration) and assessors to **principles and policy issues** concerning the maintenance of assessment standards and matters of interpretation.
- To **report** to the Registrar at least once each year and agree work priorities for the year ahead.
- To **attend Registration Panel meetings**.

Additional roles for practitioner assessment

- To **work in partnership** with UKPHR's Board in the development of practitioner registration, including input to communications as required.
- To **provide training days** for practitioner assessors and verifiers.
- To **provide input** to other events for local schemes such as launch days and introductory days.
- To provide **quality assurance** support to local scheme coordinators by phone and email as required.
- To provide **support to Verification Panel meetings** – either by attendance or telephone support (first meeting should always be attended).
- To help to maintain and improve UKPHR's **guidance for practitioner registration**.

Additional roles specific to specialist assessment

- To draft **supplementary guidance** following discussion and agreement.
- To **maintain** the *Guide to Assessment and Registration Processes*.
- To **provide input** to the training of specialist assessors.
- To **be involved in reviews** of routes to the Register and other developments affecting the strategic direction of registration, to help to ensure the quality of assessment is maintained or improved.

Moderation of specialist assessments is paid at a day rate of no more than £500, plus expenses. Moderator input to practitioner assessment schemes is paid for by UKPHR at a day rate of no more than £500, plus expenses.

If you want to apply to join UKPHR's moderation team please send your application in writing to register@ukphr.org by **4.00pm on Monday 29 February 2016**

Your application should include:

- **Your statement as to why you would like to become an UKPHR Moderator and why your experience is suitable**
- **Any documentation relevant to your statement; and**
- **Your CV.**

A reference will be required prior to formal appointment, so please state at least one referee who will provide a reference as to your professional competence.

Your application will be acknowledged by UKPHR within 3 working days. Short-listed applicants will be invited to attend for interview. We will advise you of the outcome by email.

UKPHR looks forward to hearing from you and if you require anything further please do not hesitate to contact David Kidney at register@ukphr.org.

About UKPHR

UKPHR has been registering multi-disciplinary specialists in public health professional practice for 12 years. We also began registering public health practitioners in 2011.

Our primary purpose is public protection and to promote public confidence in public health professionals' practice UK-wide.

Registration assures the public and employers that multi-disciplinary specialists and practitioners in public health are appropriately qualified and competent. Our standards are recognised throughout the United Kingdom. They help protect the public from unprofessional or unethical behaviour and promote continuous improvement in public health practice.

Being registered enhances professional recognition of public health practice by employers, other professionals and the public.