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Revalidation of UKPHR's registrants: Guidance

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Foreword by UKPHR's Registrar, Professor Anne McMillan
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UKPHR is scrupulous in ascertaining the public health practice competence of all those it accepts for registration. But what about after initial registration? How can the public, peers, employers and those whom registrants work with (including commissioners of services) be assured that registrants maintain their competence once they have achieved registration?

UKPHR has always sought to address the question of ongoing competence through the application of a range of safeguards.

All registrants must renew their registration annually, making a new declaration about a range of matters relevant to competence. UKPHR also sets mandatory standards of continuing professional development (CPD) which all registrants must meet.

If there are complaints or other evidence which raise an issue of competence concerning registrants, UKPHR will investigate and, if necessary, take action to remedy any proven lack of competence and to prevent malpractice.

Until now, registrants have had to re-register every five years at which point UKPHR has required additional evidence relevant to the issue of competence. UKPHR has witnessed the introduction of revalidation by some other regulators, for example the General Medical Council for registered medical practitioners, and has decided to formalise its existing post-registration procedure as an explicit revalidation scheme.

Revalidation will give the public and others confidence that UKPHR and its registrants are committed to maintaining the competence of the core public health workforce, enhancing quality of service and improving public health practice.

Who is this Guidance for?

1. UKPHR is introducing a single revalidation scheme.

The revalidation scheme will apply to **all registrants**, although **exemptions** from some or all its requirements are granted in relation to:

- Specialty Registrars who are registrants
- Dual registrants

An explanation of these exemptions is set out in the scheme and in this guidance.

2. Additionally, the requirements under the revalidation scheme are **differentiated as between registered specialists and registered practitioners**. An explanation of where requirements are differentiated and why is set out in the scheme and in this guidance.
3. Primarily, this guidance is for the use of **registrants** to assist them in deciding whether revalidation applies to them and if so with which requirements they must comply.
4. The guidance may be useful also to **employers** whose employees are registered with UKPHR and must comply with requirements of the revalidation scheme. In part, registrants who are employees will look to their employers to assist them in complying with UKPHR's revalidation requirements.
5. The guidance may also be useful for **registrants' peers** who are asked by registrants to help them bring together all the Supporting Information they will need to complete their revalidation process, for example those providing feedback on quality of service and those providing references.
6. Finally, this guidance may be helpful to **members of the public** and to UKPHR's public health stakeholders as an aid to their understanding of UKPHR's revalidation requirements as part of a system of Accredited Register regulation.

What is covered in this Guidance?

7. For registrants, UKPHR's revalidation scheme sets out how to renew your registration with UKPHR through revalidation every 5 years. The requirements for revalidation are standards set by UKPHR for revalidation and readmission.
8. These requirements are **effective from April 2017** and replace the requirements for 5-yearly re-registration previously operated by UKPHR.
9. Revalidation:
 - > Is the process that allows you to maintain your registration with UKPHR;
 - > Builds on existing renewal requirements;
 - > Demonstrates your continued ability to practise safely and effectively, and
 - > Is a continuous process that you will engage with throughout your career.

Revalidation complements existing systems for identifying any potential issues relating to registrants' fitness to practise.

Revalidation is intended to be a process, not merely a test at a single point in time, by which UKPHR, the public and others can be assured that all UKPHR's registrants maintain and build on the competence you demonstrated in order to achieve registration.

10. References in this guidance to paragraph numbers refer to the paragraphs of UKPHR's revalidation scheme as published unless a contrary reference is stated.

Section 1 - Standards on revalidation

11. As UKPHR's revalidation scheme states (paragraph 2), there are certain sources which provide the standards of practice which will be applied in the revalidation process.

Hence, when you make a declaration, supply information or ask third parties for evidence in support of your revalidation (for example, appraisal, quality of service feedback or references), UKPHR expects the standards set out in these sources to be applied to the declarations, information, appraisal, feedback and references.

This means that in making an assessment that you have maintained competence and are engaged in continuous improvement of practice, UKPHR, appraisers and your peers who provide information – and you - will be expected to have regard to these sources.

Good Medical Practice

The publication by the General Medical Council (GMC) of *Good Medical Practice* guides the practice of all registered medical practitioners in the UK. Some of these registrants are also on the GMC's Public Health Specialist Register and may currently be practising in public health as specialists.

Whether or not these medically qualified specialists are dually registered with UKPHR, they will be expected to practise in accordance with *Good Medical Practice*. When they are revalidated by the GMC under its statutory revalidation scheme, *Good Medical Practice* sets the standards by which revalidation will be determined.

For those UKPHR dual registrants who are also registered by the GMC, you are expected to carry out your public health practice in accordance with *Good Public Health Practice* (see below) as well as *Good Medical Practice*. It is unlikely that the standards set out in the two publications will conflict, because the former has been designed to be complementary with the latter. However, in the unlikely event of conflict, *Good Medical Practice* would prevail.

It is expected that specialists who are registered by the GMC will undergo the GMC's revalidation process, in which case *Good Medical Practice* sets the standards which will apply to the revalidation process.

A dual registrant who has, within 5 years, been revalidated by the GMC will not be required by UKPHR to undertake UKPHR's revalidation as well.

Good Public Health Practice 2nd Edition 2016

This updated publication by UK Faculty of Public Health and UKPHR sets out the standards which apply to the public health practice of all UKPHR's registrants. When you undergo UKPHR's revalidation, Good Public Health Practice sets the standards which will apply to the revalidation process.

UKPHR's Code of Conduct 2nd Edition March 2014

UKPHR expects all its registrants to practice public health in accordance with UKPHR's Code of Conduct.

If we receive information or a complaint which raises questions relating to registrants' conduct and fitness to practise, we will refer to the Code of Conduct in determining whether or not there is any issue we need to consider.

One of the strengths of revalidation is that it reinforces the Code by asking you to use it as the reference point for all the requirements, including your written reflective accounts.

This highlights the Code's central role in the core public health workforce's practice and encourages registrants to consider how it applies in your everyday practice.

Section 2 – Practical arrangements

12. In some of the required elements of UKPHR’s revalidation scheme, compliance by registered specialists will be more demanding than it is for registered practitioners.

The reason for this is that UKPHR’s **risk assessment** in 2011 showed that the risk of harm to the public from public health interventions carried out or directed by registered specialists was likely to be greater than for interventions carried out by registered practitioners.

13. Accordingly, on the basis that a regulator’s requirements should be **proportionate**¹ UKPHR has sought to match its regulatory requirements appropriately – in some respects differentially as between registered specialists and registered practitioners.
14. **Revalidation will replace UKPHR’s current system of 5-yearly re-registration**, which applies in respect of all registrants.

It is intended that **revalidation will operate 5-yearly**.

Specialists and practitioners differentiated

15. As registered practitioners were only registered from June 2011 onwards, registered practitioners have only started to become subject to re-registration from June 2016.
16. Another difference currently between specialist registration and practitioner registration is that all registered specialists have the same, single annual renewal date for their registration (1st July) whereas for registered practitioners UKPHR has operated rolling registration so that renewals are spread throughout the year.
17. As regards dates for revalidation, it is intended that for all registrants, specialists and practitioners, will revalidate on each fifth anniversary of their first registration date and UKPHR will send notice of impending revalidation 3 months in advance of this date to registrants individually.

Revalidation timetables for specialists and practitioners

18. When revalidation is established, the programme of operating revalidation will be applied to registrants as follows:

R = registrant’s revalidation date

DATE	ACTIVITY
<i>R minus 3 months</i>	UKPHR will write to registrants setting out revalidation requirements
<i>R minus 1-3 months</i>	Registrants will put together evidence and submit it to UKPHR
<i>R minus 1 month</i>	UKPHR office will check compliance with requirements
<i>R</i>	Registration Panel will consider submission and decide on revalidation & for registrants successfully revalidated UKPHR will renew registration

¹ proportionate in terms of the level of risk that is being addressed and the regulatory burden imposed

Requirements of the revalidation scheme

19. As UKPHR's revalidation policy sets out, the mandatory elements of UKPHR's revalidation scheme as follows:

- 1. Appraisal**
- 2. Personal Development Planning**
- 3. Health & Conduct Declaration**
- 4. Professional Indemnity**
- 5. Continuing Professional Development**
- 6. Evidence of Quality of Service**
- 7. Confirmation of Compliance**

APPRAISAL – REGISTERED SPECIALISTS

20. To achieve revalidation, **registered specialists** must demonstrate that they have been engaged in annual work-based appraisal during their time as a registrant and that they have also undergone annual professional appraisal.
21. If you are **in employment**, the requirement for **annual work-based appraisal** is satisfied by your participation in your employer's appraisal scheme. If your employer does not operate work-based appraisal annually, you may need to make alternative arrangements. Please refer to the next paragraph of this guidance which is also relevant to any of UKPHR's registered specialists who do not have a formal employer (for example, if they are self-employed).
22. If you are **self-employed or otherwise do not have an employer who operates annual work-based appraisal**, you will need to provide UKPHR with alternative evidence that your work performance is reviewed annually. Remember, the purpose of all UKPHR's revalidation processes is to ensure that your competence has been maintained since your first registration, that your quality of service has been maintained or enhanced and that public health practice is improved. UKPHR therefore requires evidence of a process by which matters of competence, quality of service and practice have been reviewed regularly. Usually, this is work-based appraisal but alternatives might include evidence of engagement with commissioners of your services, co-providers of your services and service users provided in all cases there is a focus on competence, quality of service and practice and opportunities for you to reflect on these aspects in the course of these alternative activities.
23. If you have been **away from work** for a considerable period during the 5 year revalidation period you may not be able to meet the requirement for annual work-based appraisal. For example, you may have been out of work, on maternity leave, away from work carrying out caring responsibilities or similar activity. In any such cases, please alert UKPHR as soon as possible and confirm the extent to which you are unable to comply with this requirement. UKPHR's Registrar is able to amend the requirement so as to require fewer than 5 work-based appraisals in cases where it was genuinely not possible to achieve them.
24. It is your personal responsibility to ensure that you meet the requirement for **annual professional appraisal**. If you are in employment, your employer ought to ensure that annual professional appraisal is made available to you. If your employer does not arrange for you to undergo professional appraisal annually, you must make alternative arrangements. Please refer to the next paragraph of this guidance which is also relevant to any of UKPHR's registered specialists who are not in employment (for example, if you are self-employed).
25. If you are self-employed or otherwise do not have an employer who will arrange for you to undergo professional appraisal annually, you will need to **arrange professional appraisal annually**. This may involve financial cost but professional appraisal is necessary as part of UKPHR's revalidation processes to satisfy UKPHR that you have maintained your competence since your first registration and that quality of service and practice have been maintained and where possible improved.
26. In all cases, professional appraisal must be carried out by **an appraiser who has been trained** to conduct professional appraisal of public health professionals. A number of organisations provide training to would-be appraisers and UKPHR accredits a number of these training programmes. UKPHR will maintain a list of persons who have successfully completed accredited training and will accept for

revalidation purposes a professional appraisal that has been conducted and signed off by anyone on this list.

27. It is the professional and ethical responsibility of you and your appraiser to ensure that there is **no conflict of interest** in the appraiser conducting your particular professional appraisal for the purpose of satisfying UKPHR's revalidation requirement in this respect.
28. The latest annual professional appraisal must have been conducted **within 1 year of the date for your revalidation** and it must be submitted to UKPHR with all the other evidence required for your revalidation.

APPRAISAL – REGISTERED PRACTITIONERS

29. For **registered practitioners**, UKPHR expects **annual work-based appraisal** to be undertaken for at least the 2 years immediately preceding your revalidation date.
30. If you are **self-employed or otherwise do not have an employer who operates annual work-based appraisal**, you will need to provide UKPHR with alternative evidence that your work performance is reviewed annually. Remember, the purpose of all UKPHR's revalidation processes is to ensure that your competence has been maintained since your first registration, that your quality of service has been maintained or enhanced and that public health practice is improved. UKPHR therefore requires evidence of a process by which matters of competence, quality of service and practice have been reviewed regularly. Usually, this is work-based appraisal but alternatives might include evidence of engagement with commissioners of your services, co-providers of your services and service users provided that in all cases there is a focus on competence, quality of service and practice and opportunities for you to reflect on these aspects in the course of these alternative activities.
31. On revalidation, you will be required to declare that you have taken part in work-based appraisal in each of the 2 years immediately preceding the date for your revalidation.
32. As a registered practitioner, you must, undergo a **professional appraisal within 1 year of the date of your revalidation**. This must be conducted by an appraiser who has been trained to conduct professional appraisal of public health professionals.
33. A number of organisations provide training to would-be appraisers and UKPHR accredits a number of these training programmes. UKPHR and/or local practitioner registration schemes will maintain a list of persons who have successfully completed accredited training and who may conduct and sign off your professional appraisal for UKPHR's revalidation purposes.
34. The completed professional appraisal must be submitted to UKPHR with all the other evidence required for your revalidation.

PERSONAL DEVELOPMENT PLANNING

35. It is good practice for all members of the public health workforce to be involved in personal development planning in relation to their work.
36. For those **in employment** your employer will usually arrange, facilitate or support a process of personal development planning involving you and line managers and

others. Others may include team mates, representatives of public health partner organisations and service users.

37. For those who are **self-employed** there will be other opportunities to plan personal development, for example through discussions with commissioners of your services, co-providers of services and service users.
38. To achieve revalidation, **all registrants** must make a declaration that you have been engaged in personal development planning during your time as a registrant.

PROFESSIONAL INDEMNITY – PROOF THAT ARRANGEMENT IS IN PLACE

39. UKPHR requires registrants to have in place indemnity arrangements so that members of the public are protected from (or compensated in respect of) any service failure.
40. Compliance is demonstrated by declaration in the form referred to in the previous section. It is intended that annual declaration, including declaration at the time of revalidation, will continue to be required.

HEALTH & CONDUCT DECLARATION

41. UKPHR has a standard declaration form for health and conduct issues already in use on application for registration, annual renewal and 5-yearly re-registration.
42. This form will be reviewed and completion of the revised form will be part of the revalidation process. You will be required to answer satisfactorily the answers in the form relating to health and conduct.

CPD – PROOF OF COMPLIANCE WITH MANDATORY CPD REQUIREMENT

43. UKPHR has mandatory CPD requirements with which registrants must comply.
44. **Registered specialists** must meet UKPHR's standard which is the standard published by the Faculty of Public Health (or an alternative professional equivalent) namely: participants must undertake at least 50 credits of CPD each year, each credit must be supported by a reflective note, at least 25 credits must be linked to their PDP, a maximum of 5 credits may be claimed in relation to any one reflective note.

You must demonstrate compliance with the mandatory CPD requirement. If you undertake the Faculty's CPD scheme, including the Faculty's auditing, you may produce the **Faculty's certificates of compliance** as sufficient evidence.

If you do not undertake the Faculty's CPD scheme, you must produce **your full CPD log** for the 5 year period up to your revalidation as evidence of compliance. In addition, UKPHR reserves the right to require production of evidence in support of some or all of your log entries and you must comply with this requirement.

45. **Registered practitioners** must meet the standard set by UKPHR namely: practitioners must ensure they complete a minimum of 75 hours of relevant CPD, together with reflective notes, over a 5 year cycle. Of the minimum of 75 hours, it is expected that at least 25 hours (1/3rd of the minimum required CPD) will relate to the UKPHR four areas of practice. The remainder of the CPD hours can be self-selected allowing personal choice and development and linked to appraisals and personal development plans (PDP), peer support arrangements or other ways of progressing

work-focussed performance objectives. A short reflective note (of a maximum of 150 words) must accompany all CPD entries, including those which registrants self-certify.

You must demonstrate compliance with the mandatory CPD requirement. The Faculty of Public Health has developed a new practitioner category of Faculty membership which does enable you to undertake the Faculty's CPD scheme as a member if you wish. If you undertake the Faculty's CPD scheme, including the Faculty's auditing, you may produce the **Faculty's certificates of compliance** as sufficient evidence.

If you do not undertake the Faculty's CPD scheme, you must produce **your full CPD log** for the 5 year period up to your revalidation as evidence of compliance. In addition, UKPHR reserves the right to require production of evidence in support of some or all of your log entries and you must comply with this requirement.

SUPPORTING INFORMATION OF QUALITY OF SERVICE

46. It is important to note that the purpose of revalidation is to ensure that professional competence is being maintained and, therefore, quality of service should be maintained or improved at all times.
47. In order to establish this principle in the revalidation process (and guard against what might otherwise be a risk of the process becoming a box-ticking exercise) UKPHR will require **evidence of quality of service**. In the main, UKPHR would expect the source of such evidence to be peers operating in public health.
48. There are **6 types of Supporting Information** you need to collect:
 - Continuing professional development (CPD)
 - Quality improvement activity
 - Feedback from colleagues
 - Feedback from others
 - Review of complaints and compliments
 - Reflective accounts

Employers (in the case of registrants in employment) will need to ensure they have systems and other types of support in place that can provide you with information you will need.

Supporting Information - Registered specialists

49. You are expected to submit evidence of quality of service.
50. You must be able to **sign a declaration** stating that you have engaged in annual work-based appraisal and annual professional appraisal.

See the **Appraisal** section above for guidance if you are unable to make the declaration because in any year you were not in work or you were self-employed or your employer did not operate work-based appraisal.

51. You will produce to UKPHR **the original professional appraisal for the year immediately preceding your revalidation.**
52. You will answer the questions contained in, and sign, **the declaration form** prescribed by UKPHR stating that you are in compliance with UKPHR's requirements with regard to:
 - Annual personal development planning;
 - Indemnity insurance; and
 - Health and conduct.
53. You will provide evidence that you are in compliance with UKPHR's mandatory CPD requirement as it relates to you by the means described in the CPD section above – submission to UKPHR of **the Faculty's certificates of compliance** or your **full log of your CPD activity** for the past 5 years. If you provide your log, it is possible that UKPHR will additionally request sight of some or all of your evidence substantiating the log entries.
54. You must be able to **sign a declaration** stating that you have participated in **activity relating to quality of service.**

You will provide Supporting Information (paragraphs 39 & 40) of your participation in activity relating to quality of service as follows:

- **Feedback from two work colleagues** who may be managers and/or team-mates provided in the latter case that they are registered with any of GMC, GDC or UKPHR;
 - **Feedback from two other public health professionals** who must be registered with any of GMC, GDC, UKPHR or NMC;
 - **Reflective accounts** – these will be short, reflective comments from you accompanying each of the professional appraisal, CPD compliance, feedback from work colleagues and feedback from other health professionals;
 - **Three referees** (if you are a registered specialist) or two referees (if you are a registered practitioner) and two of them must be registered with any of GMC, GDC or UKPHR.
55. Work colleagues who agree to provide feedback for you in support of your revalidation should be colleagues who know your work and can comment on the quality of service you provide. To avoid conflict of interest arising in your choice of work colleague, do not ask relatives or close friends to provide feedback and do not offer to provide feedback for another registrant in return for their providing you with feedback. Note that anyone in a manager's position in relation to you can provide you with feedback whereas a team-mate must be a registrant of GMC, GDC or UKPHR.
 56. Public health professionals who agree to provide feedback for you in support of your revalidation should be registrants of GMC, GDC and/or UKPHR and should have personal knowledge of your work and quality of service. They should not be relatives

or close friends and you should not offer to provide feedback for another registrant in return for their providing you with feedback.

57. UKPHR will provide a template of a structured feedback form and this template must be completed by the third parties whom you ask to provide the required feedback.
58. You are required to submit to UKPHR in accompaniment of your most recent professional appraisal and your evidence of CPD compliance and feedback from work colleagues and feedback from other health professionals' reflective comments written by you. UKPHR will provide a template of a structured reflective account and you should use this template for providing your reflective accounts.
59. UKPHR will provide a template of a structured reference form and this template should be completed by referees whom you ask to provide the required references.
60. UKPHR may from time to time approve other sources of evidence and other templates for the purpose of ensuring relevant Supporting Information is sought and provided in future.

Supporting Information - Registered practitioners

61. You are expected to submit evidence of quality of service.
62. You must be able to sign a declaration stating that you have engaged in annual work-based appraisal for at least the 2 years immediately preceding revalidation and one professional appraisal within the one year immediately preceding revalidation. See the **Appraisal** section above for guidance if you were not in work or you were self-employed.
63. You will produce to UKPHR **the professional appraisal for the year immediately preceding your revalidation.**
64. You will answer the questions contained in, and sign, **the declaration form** prescribed by UKPHR stating that you are in compliance with UKPHR's requirements with regard to:
 - Annual personal development planning;
 - Indemnity insurance; and
 - Health and conduct.
65. You will provide evidence that you are in compliance with UKPHR's mandatory CPD requirement as it relates to you by the means described in the CPD section above – **the Faculty's certificates of compliance** (if you are a member of the Faculty and make use of its CPD system) or submission to UKPHR of your **full log of your CPD** activity for the past 5 years, with the possibility that UKPHR will additionally request sight of some or all of your evidence substantiating the log entries.
66. You must be able to **sign a declaration** stating that you have participated in **activity relating to quality of service.**

You will provide Supporting Information of your participation in activity relating to quality of service as follows:

- **Feedback from two work colleagues** who may be managers and/or team-mates provided in the latter case that they are registered with any of GMC, GDC or UKPHR;
 - **Feedback from two other public health professionals** who must be registered with any of GMC, GDC, UKPHR or NMC;
 - **Reflective accounts** – these will be short, reflective comments from you accompanying each of the professional appraisal, CPD compliance, feedback from work colleagues and feedback from other health professionals;
 - **Two referees** and at least one of them must be registered with any of GMC, GDC or UKPHR.
67. Work colleagues who agree to provide feedback for you in support of your revalidation should be colleagues who know your work and can comment on the quality of service you provide. To avoid conflict of interest arising in your choice of work colleague, do not ask relatives or close friends to provide feedback and do not offer to provide feedback for another registrant in return for their providing you with feedback. Note that anyone in a manager's position in relation to you can provide you with feedback whereas a team-mate must be a registrant of GMC, GDC or UKPHR.
68. Public health professionals who agree to provide feedback for you in support of your revalidation should be registrants of GMC, GDC and/or UKPHR and should have personal knowledge of your work and quality of service. They should not be relatives or close friends and you should not offer to provide feedback for another registrant in return for their providing you with feedback.
69. UKPHR will provide a template of a structured feedback form and this template should be completed by the third parties you ask to provide the required feedback.
70. You are required to submit to UKPHR in accompaniment of your most recent professional appraisal and your evidence of CPD compliance and feedback from work colleagues and feedback from other health professionals' reflective comments written by you. UKPHR will provide a template of a structured reflective account and you should use this template for providing your reflective accounts.
71. UKPHR will provide a template of a structured reference form and this template should be completed by referees whom you ask to provide the required references.
72. UKPHR may from time to time approve other sources of evidence and other templates for the purpose of ensuring relevant Supporting Information is sought and provided in future.

CONFIRMATION OF COMPLIANCE

For your convenience, the tables from the scheme are reproduced below.

REGISTERED SPECIALISTS

ELEMENT	REQUIREMENT	SATISFIED BY
Appraisal	(1) Annual work-based appraisal (2) Annual professional appraisal	(1) Self-declaration (2) Self-declaration PLUS original of one professional; appraisal conducted within 1 year immediately preceding revalidation
Personal Development Planning	Must be participating annually in personal development planning	Self-declaration
Health & Conduct	Annual declaration	Self-declaration by answering in full the relevant questions in UKPHR's declaration form
Indemnity arrangements	Indemnity arrangements in place covering practice	Self-declaration
CPD	Meet Faculty of Public Health standard or another professional organisation's relevant alternative	Faculty of Public Health annual certificates covering past 5 years OR production of registrant's log (and supporting evidence as and when called for by UKPHR)
Quality of service	Peer evidence of maintenance and improvement of quality of service: Confirmation of participation in quality improvement activity; Feedback from two work colleagues who may be managers and/or team-mates provided in the latter case that they are registered with any of GMC, GDC or UKPHR; Feedback from two other public health professionals who must be registered with any of GMC, GDC, UKPHR or NMC; Reflective accounts; Three referees, two of whom must be registered with any of GMC, GDC or UKPHR.	Self-declaration Two completed structured feedback forms as prescribed by UKPHR Two completed structured feedback forms as prescribed by UKPHR Completed structured feedback forms as prescribed by UKPHR Three structured references as prescribed by UKPHR

For registered specialists, a summary of the Confirmation requirements therefore is as follows:

REGISTERED SPECIALISTS

MEANS	REQUIREMENT TO BE MET	COMMENTARY
Self-declaration	5 years annual work-based appraisal 5 years professional appraisal 5 years annual personal development planning Health & conduct questions answered Indemnity arrangements in place Participation in quality of service discussion	Alternative to work-based appraisal for self-employed registrants
Confirmation by documentary evidence	One original professional appraisal dated within 1 year of revalidation CPD certificates for 5 years (FPH) or CPD log of 5 years CPD activity (be prepared to produce documentary evidence of log entries if requested by UKPHR) Reflective accounts	
Confirmation by third party	Feedback forms x 4 References x 3	

For registered practitioners, confirmation of compliance will be achieved as follows:

REGISTERED PRACTITIONERS

ELEMENT	REQUIREMENT	SATISFIED BY
Appraisal	(1) Annual work-based appraisal for at least the 2 years preceding revalidation (2) One professional appraisal within 5 years of revalidation	(1) Self-declaration (2) Original of one professional; appraisal conducted within 5 years immediately preceding revalidation
Personal Development Planning	Must be participating annually in personal development planning	Self-declaration
Health & Conduct	Annual declaration	Self-declaration by answering in full the relevant questions in UKPHR's declaration form
Indemnity arrangements	Indemnity arrangements in place covering practice	Self-declaration
CPD	Meet Faculty of Public Health standard or another professional organisation's relevant alternative	Faculty of Public Health annual certificates covering past 5 years OR production of registrant's log (and supporting evidence as and when called for by UKPHR)
Quality of service	Peer evidence of maintenance and improvement of quality of service: Confirmation of participation in quality improvement activity; Feedback from two work colleagues who may be managers and/or team-mates provided in the latter case that they are registered with any of GMC, GDC or UKPHR; Feedback from two other public health professionals who must be registered with any of GMC, GDC, UKPHR or NMC; Reflective accounts; Two referees, who must be registered with any of GMC, GDC or UKPHR.	Self-declaration Two completed structured feedback forms as prescribed by UKPHR Two completed structured feedback forms as prescribed by UKPHR Completed structured feedback forms as prescribed by UKPHR Two structured references as prescribed by UKPHR

For registered practitioners, a summary of the Confirmation requirements therefore is as follows:

REGISTERED PRACTITIONERS

MEANS	REQUIREMENT TO BE MET	COMMENTARY
Self-declaration	2 years annual work-based appraisal 5 years annual personal development planning Health & conduct questions answered Indemnity arrangements in place Participation in quality of service discussion	Alternative to work-based appraisal for self-employed registrants
Confirmation by documentary evidence	One original professional appraisal dated within 1 year of revalidation CPD certificates for 5 years (FPH) or CPD log of 5 years CPD activity (be prepared to produce documentary evidence of log entries if requested by UKPHR) Reflective accounts	
Confirmation by third party	Feedback forms x 4 References x 2	