

January 2017

# UKPHR Moderator (Quality Assurance)

## JOB DESCRIPTION AND PERSON SPECIFICATION

Responsible as a member of a team of Moderators for UKPHR's moderation services (Quality Assurance)

Accountable to UKPHR's Registrar.

### Overall purpose of UKPHR

UKPHR is the regulator for multi-disciplinary public health. It is the regulatory body for individuals working in the public health workforce and is principally for public health specialists and practitioners who are not registered with another regulatory body.

### Overall purpose of the role

To help to ensure that assessment standards and processes are:

**Appropriate;**

**Consistent;**

**Fair;**

**Objective;**

**Robust; and**

**Valid.**

To assist with the **interpretation of standards.**

To provide **support** for assessors.

The time commitment is variable but a Moderator can expect commitments several days each month. UKPHR's paid staff provide full administrative support.

### Remuneration

UKPHR pays Moderators sessionally for their moderation services. A day rate plus expenses are payable. The rates of both sessional fees and expenses are kept under regular review. Currently, the maximum sessional day rate is £500.

Expenses incurred in connection with carrying out the post holder's duties will be reimbursed

## Duties:

### 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.

### **Essential Skills and knowledge:**

- To have held a consultant or senior specialist post or a post of equivalent responsibility in multi-disciplinary public health, for at least five years
- To be of good standing with a suitable professional body and/or able to provide appropriate references
- To have current Continuing Professional Development registration with a suitable professional body or provide other evidence of being up to date
- To be experienced in the education, training and assessment of others, normally within the field of multi-disciplinary public health
- To be skilled in assessing evidence submitted to demonstrate competence in knowledge and its application in practice
- To be thoroughly conversant with the public health competences required for registration (following induction)
- To be able to maintain independence and impartiality in the role, whilst being supportive of assessors' work
- To be able to devote the necessary time and to give the role appropriate priority
- Effective management of self and staff

### **Desirable Skills and Knowledge**

- > Experience in Strategic Planning
- > Involvement in design or operation of schemes of CPD and revalidation