



# Guidance for applicants for UKPHR's *Specialist Registration by Portfolio Assessment*

*Pre-application process*

*October 2018*

This is a United Kingdom (UK) registration intended to accredit senior public health professionals working in the UK, by retrospective portfolio assessment.

We strongly recommend that you work through each section of this document to first decide whether this *Specialist Registration by Portfolio Assessment* route is suitable for you and then use it to help you apply for approval and if successful compile a portfolio.

## 1. Background

Specialist registration with UK Public Health Register (UKPHR), General Medical Council (GMC) or General Dental Council (GDC) is an essential requirement for Consultant or Director of Public Health roles.

If you have a medical degree and are registered with the GMC, then you are strongly advised to apply for public health specialist registration via [GMC's Certificate of Eligibility for Specialist Registration \(CESR\) route](#).

There are two routes to UKPHR specialist registration via retrospective portfolio assessment until 31 August 2019.

### A. Defined specialist route:

This route has been open since 2006 and UKPHR will no longer accept defined specialist portfolios after the **31<sup>st</sup> August 2019**. It requires demonstration of competency at a generalist level i.e. that of a consultant as well as at a higher level for approximately 1-4 show how competencies. Essential guidance on how to compile a portfolio for this route is available at on the [UKPHR's website](#). You must read the guidance carefully as to whether you are working at the right level to be able to be successful in the route.

This route expects applicants to *demonstrate an appropriate level of leadership in a public health role, have worked at a senior level for 3 or more years and have had several years in a leadership role within public health*. It is **not a developmental route**, and your portfolio will need to reflect you are **currently working** at this senior level.

### B. Specialist registration by retrospective portfolio:

A new *equivalence route* starts on **1<sup>st</sup> September 2018**. This requires demonstration against a [new competency framework](#) that aligns with the 2015 Public Health Specialty Training Curriculum. This gives equivalence in knowledge and experience to the level attained at the end of the Faculty of Public Health Specialty Training Programme.

It is imperative that **you carefully consider which route is most suited to you.**

**A** If you have not started assembling your defined portfolio then we recommend that you apply for approval to commence the new route.

**B** If you have started assembling your evidence and written most of your summaries and are working at a consultant level to demonstrate each word of each competency, then continue to apply under the present defined specialist system and your portfolio will be assessed under the existing arrangement; as long as it is received before the 31<sup>st</sup> August 2019.

**C** If you have assembled your evidence but not written many of the summaries, then consider whether you really are working at a consultant level and regarded by others as doing so. Please review the pre-application form for the new route.

**D** If you feel you want to submit a defined specialist portfolio because you understand the present system but do not feel you have the right level of evidence for all the competencies you need to achieve yet, then please think again. You may be better waiting for the new system. Please review the pre-application form for the new route.

**[The rest of this document relates only to the new *Specialist Registration by Portfolio Assessment* route and its pre-application]**

## 2. Applying for approval to begin the process of *Specialist Registration by Portfolio Assessment*

There are two stages:

1. The **pre-application process** which assesses whether you are working at the right level for this route
2. **Submission of your portfolio** for assessment if UKPHR is satisfied that you are working at the right level

Before you start the pre-application process please download from UKPHR's website.

- The pre-application form
- The structured reference
- The lists of competencies for both knowledge and show how's.

## 3. The pre-application process

UKPHR has introduced a pre-application process for applicants wishing to submit a portfolio for registration as a public health specialist. The pre-application process reflects some of the learning outcomes of the Public Health Specialty Training Curriculum (2015) and aims to maintain equivalency with the CESR route in Public Health (Medicine) overseen by the GMC. A structured reference confirming fulfilment of the eligibility criteria is required to supplement the pre-application form.

## 4. Eligibility

The focus is to establish that the applicant is working at the right level to ultimately be admitted to the register as a public health specialist.

The applicant must:

- Work in, or have worked previously in a public health role and will be able to demonstrate practice in accordance with *Good Public Health Practice*;
- Will be able to demonstrate competence in public health practice equivalent to a newly-qualified public health professional who has completed the Public Health Specialty Training Programme;
- Hold a post graduate qualification (in any relevant discipline to Public Health) i.e. Level 7 and above in the Qualifications and Credit Framework<sup>1</sup> or Level 11 and above in Scottish Credit and Qualifications Framework<sup>2</sup>. i.e. formal study you have undertaken after a first degree, including, postgraduate Diploma, Master's Degree or, PhD.;
- Maintain and enhance professional knowledge and skills by way of continuing professional development, participating in a relevant formal CPD scheme;
- Consistently demonstrate sound judgment in effectively using a range of advanced public health expertise and skills.

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<sup>1</sup> <https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels>

<sup>2</sup> <https://scqf.org.uk/interactive-framework/>

- Use a range of advanced public health skills in working at senior organisational levels to deliver population health in complex and unpredictable environments;
- Have experience of Strategic Leadership and Collaborative Working for Health;
- And be able to submit a completed portfolio within 18 months of approval to submit a portfolio.

This experience can have been built up over time and in different jobs and could have been in a wide variety of settings including health, local government, academic, voluntary sector, independent sector, overseas. However, this has to be equivalent to a newly appointed consultant working unsupervised in the UK and therefore at least at the level of those successfully completing the Faculty of Public Health (FPH) specialty training programme.

Applicants who have failed the GMC CESR route will not be approved to apply for UKPHR registration.

Applicants who have been in the formal public health training programme, but not completed for whatever reason, may apply, and use evidence acquired during that training, if it demonstrates competency at the appropriate level.

## 5. What does a pre-application consist of?

Pre-applications and supporting documentation need to be submitted electronically to UKPHR at [register@ukphr.org](mailto:register@ukphr.org) . Should applicants wish to submit paper versions, please note that 2 copies of all documents are required.

Pre-applications can be submitted to UKPHR from the 1<sup>st</sup> September 2018.

1. A comprehensive application form, including completed and signed declaration
2. A current job description
3. A current CV outlining posts held over the past 10 years
4. An organisational chart showing your post and that of your line manager's
5. Copy of your most recent annual appraisal, conducted within one year of the pre-application. For the purposes of your pre-application, UKPHR does not stipulate whether this a work-based or professional appraisal
6. 360-degree feedback report\* and reflection, within three years of the pre-application, with reflection and cited in Personal Development Plan (PDP) / appraisal documents
7. Current Personal Development Plan, completed with the one year of the pre-application
8. Current Continuing Professional Development (CPD) arrangements that include involvement in a formal Public Health CPD scheme such as that of the Faculty of Public Health and others

*\*The 360 completed report needs to be a relevant tool (e.g. Healthcare Leadership Model 360 feedback tool). Reflection from the debrief meeting must also be included.*

9. Reference from a key senior Public Health manager (Director of Public Health or equivalent) based on the eligibility criteria (see reference).
10. Certified copies of qualifications and membership of professional bodies. Please note that copies should be certified by your referee
11. Any relevant evidence relating to Section 8 Fitness to Practice declaration section in the pre-application form
12. If applicable, a certified copy of marriage certificate if any documents are in a different name. Please note that copies should be certified by your referee
13. Payment of a one-off pre-application assessment fee

## 6. The reference

This should be from a senior public health professional i.e. with a clear strategic role or reporting to a senior decision-making body. In most circumstances it would be expected to be a person to whom the applicant has a reporting relationship, and who has direct knowledge of the applicant's work. They should be in a position to know if there are any governance or disciplinary issues in relation to the individual.

The purpose of the reference is to provide assurance that the applicant:

- is working at the appropriate level to achieve registration as a public health specialist, with the full range, depth and breadth of experience and skills specified in the UKPHR competency framework for specialist registration;
- has the full set of competencies required for registration as a Public Health Specialist, at least to those equivalent to those completing the Faculty of Public Health Training Scheme and is therefore suitable for appointment at Public Health Consultant level;
- is working within the Good Public Health Practice Framework 2016;
- and has the support of their senior colleagues to proceed with compiling a portfolio for assessment.

It is important to note that the reference requires the referee to provide a summary statement to confirm the applicant's competencies as a public health specialist which are part of assessing eligibility to submit a portfolio. Please note this is from direct observation of their **work within the past three years**. If the referee has worked with the applicant for less than three years, then a second referee maybe needed.

It is expected that the referee will share their reference with the applicant. This information will be assessed alongside their application form.

## 7. Fee for pre-application

Applicants should be aware that consideration of a pre-application incurs a one-off assessment fee of £102. Payment can be made via the following methods.

<b>Cheque:</b>	Made payable to <i>Public Health Register</i>
<b>BACS:</b>	Bank: Lloyds Bank Account name: Public Health Register Account number: 00875203 Sort-code: 30-94-87
<b>PayPal:</b>	Using the account register@ukphr.org

## 8. Assessment of the pre-application form

Once UKPHR has received your pre-application it will be checked in the office for completeness then reviewed by an assessor, in collaboration with a moderator, for conforming to the standards expected. The assessment of the preapplication will be reported to the Registration Approvals Committee, which will make a decision. It should take no longer than 6 weeks for you to receive a reply.

If your application is:

1. Accepted then you have **18 months** from the date of the UKPHR response letter to submit your portfolio.
2. Not successful then you will receive the reasons for this decision and be offered a telephone call with the assessor within 10 days of receiving the letter. You should then review the feedback and consider any development needs should you wish to continue, preferably with a colleague who is already registered as a public health specialist.

Please note:

- You can **re-apply 6 months after** the letter from UKPHR.
- Up to **three submissions** to apply can be made.