

# Public Health Practitioner Assessment Log

*To be completed by the applicant, assessor and verifier*

Name of practitioner:

Summary of portfolio (main pieces of work):

1. Health Profiles
2. East Midlands Health Trainer Service Evaluation
3. Strategic Review of Public Health in Coventry PCT

UKPHR  
*Public Health Register*

## Notes on completing the assessment log

Evidence and assessment is needed for **each indicator** of every standard.

### Notes for completion by the applicant:

List the titles of all your evidence in the column headed “*Applicant Evidence*” with clear signposting of where the evidence may be found within the portfolio.

It is suggested that evidence is referenced using the following format: e.g. EV 1.1, EV 1.8, where the first number refers to the commentary in which the indicator in the standard is described, and the second number refers to the piece of evidence being used to claim it.

### Note for completion by the assessor:

Complete the columns headed “Assessment outcome” and “Assessor’s comments”.

- If you **accept** the evidence indicate this with an **A** and date the column
- If **clarification** is required, indicate with a **C** and the date
- Where the evidence is inadequate, indicate that **resubmission** is required with an **R** and date.

Under the assessor’s comments column please indicate how you reached your decision, briefly explaining how the evidence has met the indicator and refer to the understanding and application of knowledge. In other words, answer the question (briefly) “*this evidence meets the competence because...*”, and mention how knowledge, understanding and the application of knowledge have been evidenced.

In order to maintain a full audit trail, a new assessment decision following a request for clarification or resubmission must be listed beneath the original decision (rather than over writing it) and dated according. E.g. “C” 23/9/11, A 28/10/11.

Once the portfolio has been fully assessed you need to complete the assessor section “Overview of Portfolio” before submission for verification.

Please ask your scheme co-ordinator for the example assessment log for further explanation.

### Notes for completion by the verifier:

Complete the column headed “Verifier Check” and complete the verifier proforma near the beginning of the assessment log.

**ASSESSOR overview of portfolio** – to be completed by the assessor once the portfolio has been assessed

<u>To be completed by the assessor</u>	
Applicant	
Assessor	
Overview of Portfolio (including list of indicators in the standards that required clarification or resubmission)	
Signature and date	

**VERIFIER comments on portfolio** – to be completed by the verifier once the portfolio has been verified

<b>To be completed by the verifier</b>	
<b>Name of Verifier</b>	
<b>Is the assessment log fully completed for each indicator of every standard? Have you ticked and dated the verifier check column?</b>	
<b>Does the portfolio appear to be the applicant's own work?</b>	
<b>Does clarification and resubmission evidence appear to be sufficient?</b>	
<b>Have any observations been carried out (standards 11 and 12)? Are you satisfied with the evidence summarised?</b>	
<b>Which pieces of evidence have you dipped into?</b>	
<b>Overall view of portfolio &amp; additional comments</b>	
<b>Signature and Date</b>	

1. Recognise and address ethical dilemma and issues – demonstrating				
a) knowledge of existing and emerging legal and ethical issues in own area of practice	E2.1 K311 TMA3 Appendix 1: ESRC principles of ethical research E2.2 Focus Group invite email E2.3 Ethical statement			
b)The proactive addressing of issues in an appropriate way (e.g. challenging others' unethical practice)	E2.14 K311 TMA 1 Part 2 E2.15 Focus Group Discussions Topics & Questions Outline E2.16 Focus Group Discussions Facilitator's Topic Guide			
2. Recognise and act within the limits of own competence seeking advice when needed	E1.26a Issue Log E1.26b Risk Register E1.33 email reply to enquiry E1.34 enquiries database screen shot E1.35 FAQs			
3. Act in ways that:				
a) acknowledge and recognise people's expressed beliefs and preferences	In commentary 2 Health Trainer service evaluation text page 8 E2.17 Derbyshire Amber Valley Focus Group feedback notes			
b) promote the ability of others to make informed decisions	E1.4a Health profile PDF E1.4b Spine chart E1.5 HP website Links page E1.43 HP12 Project Board Paper 11 Summary response from user consultation			
c) promote equality and value diversity	EV 1.40 Project Board Paper 15			
d) value people as individuals	E2.17 Derbyshire Amber Valley Focus Group feedback notes E2.13 Facilitation Skills Certificate			
e) acknowledge the importance of data confidentiality and disclosure, and the use of data sharing protocols	E2.5 Data protection/confidentiality training certificates Summary 2 in text page 8 <a href="#">E3.17 Data sharing agreement</a>			
f) are consistent with legislation, policies,	E1.32 HP mailbox guidance			

governance frameworks and systems.	E1.13a HP Gov Structure			
4. Continually develop and improve own and others' practice in public health by:				
a) reflecting on own behaviour and practice and identifying where improvements should be made	E3.14 Workforce Planning Model E3.21 Feedback on WP formative assignment E3.22 Peer assessment E3.23 Email from training co-ordinator E3.24 OU K311 TMA06 Reflective summary E3.27 Learning Log			
b) recognising the need for, and making use of, opportunities for personal and others' development	E3.5 PH Function/Teams Interview Outline In Commentary 3 text page 7 E3.25 Practitioner Registration Tools & Tips E3.26 Email to PH Practitioner National Co-ordinators Group			
c) awareness of different approaches and preferences to learning	E3.8b WP Course Learning Outcomes E3.27 Learning Log			
d) the application of evidence in improving own area of work	E2.8 K311 EMA E2.20 East Midlands Health Trainer Service Evaluation Report Also in commentary 2 Health Trainer service evaluation text			
e) objectively and constructively contributing to reviewing the effectiveness of own area of work.	E21.9 Document review – information to extract E2.20 East Midlands Health Trainer Service Evaluation Report			
5. Promote the value of health and wellbeing and the reduction of health inequalities - demonstrating:				
a) how individual and population health and wellbeing differ and the possible tensions between promoting the health and wellbeing of individuals and the health and wellbeing of groups	E1.6 K311 EMA			
b) knowledge of the determinants of health and	E1.7 K311 TMA 1 Part 1 & 3			

their affect on populations, communities, groups and individuals	E1.44 Glossary of terms E1.24 Learning seq. 1			
c) knowledge of the main terms and concepts used in promoting health and wellbeing.	E2.10 K311 TMA1 Parts 1&3			
d) knowledge of the nature of health inequalities and how they might be monitored	E1.9 OU K311 Certificate E1.4b spine chart			
e) awareness of how culture and experience may impact on perceptions and expectations of health and wellbeing.	E2.11 NHS Health Trainer Handbook			
6. Obtain, verify, analyse and interpret data and/or information to improve the health and wellbeing outcomes of a population / community / group - demonstrating:				
a) knowledge of the importance of accurate and reliable data / information and the anomalies that might occur	E1.30a Email 1 E1.30b Email 2 E1.30c Email 3			
b) knowledge of the main terms and concepts used in epidemiology and the routinely used methods for analysing quantitative and qualitative data	E1.9 OU K311 Certificate E1.44 Glossary of terms			
c) ability to make valid interpretations of the data and/or information and communicate these clearly to a variety of audiences	E1.4a Health profile PDF E1.45 User consultation Draft email			
7. Assess the evidence of effective interventions and services to improve health and wellbeing – demonstrating:				
a) knowledge of the different types, sources and levels of evidence in own area of practice and how to access and use them	E2.8 K311 EMA E2.9 Evaluation sheet email			
b) the appraisal of published evidence and the identification of implications for own area of work	E2.6 Local evaluation database E2.7 Report, Annex 3: Documents reviewed			
8. Identify risks to health and wellbeing, providing				

advice on how to prevent, ameliorate or control them - demonstrating:				
a) knowledge of the risks to health and wellbeing relevant to own area of work and of the varying scale of risk	E2.12 Table 1 Comparison of key health indicators Also in commentary 2 Health Trainer service evaluation text page 7			
b) knowledge of the different approaches to preventing risks and how to communicate risk to different audiences.	E2.11 NHS Health Trainer Handbook			
9. Work collaboratively to plan and / or deliver programmes to improve health and wellbeing outcomes for populations / communities / groups / families / individuals – demonstrating:				
a) how the programme has been influenced by: I. the health and wellbeing of a population  II. the determinants of health and wellbeing  III. inequalities in health and wellbeing  IV. the availability of resources  V. the use of an ethical framework in decision making/ priority setting.	E1.3 Input gathering  E1.7 K311 TMA1 Parts 1 & 3 E1.8b Final List of Indicators  E1.10 Slope index graph  E1.11 Key indicator dates log E1.12a Email 1  E2.4 19 April update for ERG			
b) how evidence has been applied in the programme and influenced own work	<a href="#">In commentary 3 text page 3</a> <a href="#">E3.13 Coventry PH Team <i>Functions &amp; People</i></a> <a href="#">E3.15 PH Team Organisational Chart</a> <a href="#">E3.16 Workforce Planning reconfiguration tool</a> <a href="#">E3.18a Benchmarking Christmas Tree (Coventry/MK PCTs)</a> <a href="#">E3.18b Benchmarking Christmas Tree (Coventry/MK PCTs as % of those in PH team)</a>			



	<p>E3.18c Benchmarking Christmas Tree (Coventry/North Lancs PCTs)</p> <p>E3.18d Benchmarking Christmas Tree (Coventry/South Birmingham PCTs)</p> <p>E3.20 Workforce Planning formative assignment</p>			
c) the priorities within, and the target population for, the programme	<p>E1.23 Health Profile for Oxfordshire (key messages)</p> <p>E1.4a Health profile PDF</p> <p>E1.43 HP12 Project Board Paper 11 Summary response from user consultation</p> <p>E1.8a Programme Board, Paper 12.1 Indicator assessment summary</p> <p>E1.8b Final List of Indicators</p>			
d) how the public / populations / communities / groups / families / individuals have been supported to make informed decisions about improving their health and wellbeing	<p>E1.38 4 News article</p> <p>E1.39 Nott Evening Post press articles</p> <p>E1.42c Project Bd Paper 12 (Changes to HP website)</p> <p>E1.37b User engagement webpage</p> <p>E1.43 HP12 Project Board Paper 11 Summary response from user consultation</p> <p>Also in commentary 2 Health Trainer service evaluation text page 9</p> <p>E2.20 East Midlands Health Trainer Service Evaluation Report</p>			
e) awareness of the effect the media has on public perception	<p>E1.36 End Stage (Comms) Report</p> <p>E1.37 Media training course Certificate</p>			
f) how the health concerns and interests of individuals groups and communities have been communicated	<p>E2.18 Evaluation Report Figure 10</p>			
g) how quality and risk management principles and policies are applied.	<p>E1.25 HP12 Risk Management Policy/ Plan</p> <p>E1.26a Issue Log; E1.26b Risk Register</p> <p>E1.28 QA Policy</p>			
h) how the prevention, amelioration or control of risks has been communicated	<p>E1.27QA Process</p> <p>E1.28 QA Plan</p>			

	E1.29 QA confirmation record E1.31 Project Board Paper 14			
10. Support the implementation of policies and strategies to improve health and wellbeing outcomes – demonstrating:				
a) knowledge of the main public health policies and strategies relevant to own area of work and the organisations that are responsible for them	<a href="#">E3.9 Our NHS, Our Future</a> <a href="#">E3.10 WCC Panel Report</a>			
b) how different policies, strategies or priorities affect own specific work and how to influence their development or implementation in own area of work	<a href="#">E3.7 Coventry JSNA</a> <a href="#">E3.8a WRT Planning Course Certificates</a> <a href="#">E3.8b WP Course Learning Outcomes</a> In Commentary 3 text page 4 <a href="#">E3.12 OU K311 TMA04 (Policy making for health)</a>			
c) critical reflection and constructive suggestions for how policies, strategies or priorities could be improved in terms of improving health and wellbeing and reducing health inequalities in own area of work	<a href="#">E2.21 Evaluation Report Exec Summary</a> <a href="#">E3.6 Questions to pose on documentation</a> <a href="#">E3.11 Strategic Review of PH in NHS Coventry Report</a> <a href="#">E3.19 Coventry Report Draft Structure</a> <a href="#">E3.11 Strategic Review of PH in NHS Coventry Report</a>			
d) the ability to prioritise and manage projects and/or services in own area of work.	<a href="#">E1.1 PRINCE2 Certificate</a> <a href="#">E1.2a HP12 Timeline</a> <a href="#">E1.2b Project Board Paper 14</a> <a href="#">E3.1 Interview schedule</a> <a href="#">E3.2 Interview outline</a> <a href="#">E3.3 Interviews analysis framework</a> <a href="#">E3.4 Email to DPH for Cumbria</a> <a href="#">E3.5 PH Function/Teams Interview outline</a>			
11. Work collaboratively with people from teams and agencies other than one's own to improve health and wellbeing outcomes – demonstrating: <sup>1</sup>				

<sup>1</sup> Applicants and assessors need to indicate on the assessment log if the standard has been assessed through observation and assessors need to complete the observation proforma

<p>a) awareness of personal impact on others</p>	<p>E1.12b Email 2  <b>Moved to commentary 2 – impact on Focus Group participants</b>  In commentary 2 Health Trainer service evaluation text page 8  E2.17 Derbyshire Amber Valley Focus Group Feedback notes  E2.13 Facilitation Skills Certificate</p>			
<p>b) constructive relationships with a range of people who contribute to population health and wellbeing</p>	<p>E1.13a HP Gov Structure  E1.13b (i), (ii), (iii) Responses to enquiry emails  E1.13c Contacts data supplier email  E1.13d HP12 post launch report  E1.13e SWPHO email  E1.13f Project Board paper 12 (Comms Plan)  E1.19 Programme Board Paper 12 (Comms Plan)  E1.13g Project Board Paper 8 (distribution/website update)</p>			
<p>c) awareness of:</p> <ul style="list-style-type: none"> <li>I. principles of effective partnership working</li> <li>II. the ways in which organisations, teams and individuals work together to improve health and wellbeing outcomes</li> <li>III. the different forms that teams might take</li> </ul>	<p>E1.9 K311 Certificate  E1.22 K311 TMA 5  E1.14 MSc Leadership Module – Learning Outcomes and external examination confirmation of 70% DIST pass mark</p>			

<p>12. Communicate effectively with a range of different people using different methods<sup>2</sup></p>	<p>E1.15 Table 2 Indicators 2012  E1.16 End Stage B report  E1.17 Writing for Success course  E1.18 QA Record Email  E1.19 Prog Bd Paper 12 (Comms plan)  E1.20 Prog Bd f2f mtg Paper 11.1  E1.21 HP enquiry email  E1.41 Project Bd Paper 8 (2012 HP distribution)  E1.42a HP web edits checklist  E1.42b Email  E1.42c Project Bd Paper 12 (Changes to HP website)</p>			
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<sup>2</sup> Applicants and assessors need to indicate on the assessment log if the standard has been assessed through observation and assessors need to complete the observation proforma