



accredited register

UKPHR

Public Health Register

Protecting the public – improving practice

Specialist Registration by Portfolio Assessment route - in detail

Briefing 2018

Accredited standards

Professional Standards Authority sets standards which **UKPHR must meet:**

- ▶ Protecting the public
- ▶ Inspiring public confidence
- ▶ Setting good standards for registrants
- ▶ Appropriate education and training
- ▶ Managing complaints fairly and effectively.

Original roles

First, to assess portfolios of existing specialists and admit to register (**generalist specialists**): Recognition of Specialist Status (**RSS**).

Secondly, as **Training Programme** intake became multidisciplinary, to admit to register specialists from backgrounds other than medicine on completion of training.

Expanded role – defined specialist

In **2007**, UKPHR's managers (FPH, RSPH and UK Health Forum) and stakeholders agreed an **additional** portfolio assessment route for specialists.

It was intended to address needs of existing specialists whose skills and knowledge were particularly **deep in some areas**. We assess their portfolios and admit to register (**defined specialists**).

Further expanded roles

From 2011, registration of public health practitioners, at first in 4 pilot areas but today covering nearly all UK.

From 2011, access to **RSS** restricted (UKPHR permission to proceed).

From 2015, Specialty Registrars from backgrounds other than medicine.

Rigorous standards for specialists to get on our register

Whether completing the Training Programme or a portfolio for assessment, specialist registrants meet high standards to get on the register. **QA standards** apply:

Training programme: Faculty, Schools of Health, annual report to GMC/UKPHR

Portfolio assessment: See later.



Rigorous standards for specialists to be able to stay on our register

Mandatory standards for **CPD**, including making and keeping reflective notes.

Annual renewal of registration and **5-yearly re-registration**.

We are replacing the latter with mandatory **revalidation**.

The new portfolio assessment route, not RSS and not defined

- ▶ Every applicant must satisfy the 2015 Training Programme curriculum **knowledge requirements.**
- ▶ This can be by passing the **Part A exams** **OR** assessment of evidence for knowledge.
- ▶ The **SHOW HOWS** match to the 2015 Curriculum.



The 2015 Curriculum

The new **key area 10** covering integration and application of the competences for consultant practice is addressed in the **pre-application** process (see later).

The **other nine key areas** all apply in the retrospective portfolio assessment process.



The nine key areas

1. Use of public health intelligence
2. Assessing evidence of effectiveness
3. Policy and strategy development and implementation
4. Strategic leadership and collaborative working
5. Health improvement, determinants of health and health communication
6. Health protection
7. Health and care public health
8. Academic public health
9. Professional, personal and ethical development



The new competencies

Based on the key areas of the 2015 Curriculum but not totally identical.

Why? A retrospective (not prospective) portfolio, so some wording is changed to help write and assess a retrospective portfolio e.g. some terms repeat in different sections in 2015 Curriculum; some originals are grouped so they are assessed together and once.



The pre-application process

Designed to ensure that:

- Applicant working at **the right level** (i.e. at least level of a newly qualified consultant); and
- Is able to show competencies **across all domains** of public health.

Key Area 10 competencies are assessed at this stage.



Who should apply?

- ▶ Work in public health role, following Good Public Health Practice.
- ▶ Use a range of advanced public health skills in working at senior organisational levels.
- ▶ Have experience of Strategic Leadership and Collaborative Working for Health.
- ▶ Able to submit a completed portfolio within 18 months of approval to submit a portfolio.



Specific eligibility criteria

- ▶ Competence in public health practice at least equivalent to a specialist newly-qualified through the Training Programme.
- ▶ Hold a **post graduate qualification** (in any relevant discipline to Public Health).
- ▶ Maintain and enhance professional knowledge and skills by CPD, participating in a relevant formal CPD scheme.



Pre-application process

Application form with:

- **Current Job Description;**
- **Current CV including posts held in past 10 years;**
- **Most recent annual appraisal < 1 year pre application;**
- **360 degree feedback report + reflection < 3 years pre application;**
- **Current Personal Development Plan (PDP);**
- **Certified copies of qualifications / membership;**
- **Any relevant documents to section 8 of Fitness to Practice declaration;**
- **A fee.**



Other pre-application requirements

Evidence of current **Continuing Professional Development**, including participation in a formal CPD scheme.

A **structured reference** from a “board level” senior manager who has observed applicant’s work within past 3 years.



Decisions on pre-applications

- ▶ UKPHR staff may **reject** incomplete application or **request further information**.
- ▶ **Single assessor** may consult other assessors and Moderators before reaching a conclusion.
- ▶ **If decision is refusal**, Registration Approvals Committee will give reasons for its decision.



Pre-application Quality Assurance

- ▶ Quality **check on receipt** of an application by UKPHR's staff.
- ▶ Referred to a **single assessor**, working with a Moderator, for a recommendation.
- ▶ Decision by Registration Approvals Committee (**RAC**).
- ▶ Turnaround target of 6 weeks.



If pre-application is approved

- ▶ Applicant has up to 18 months to **submit a portfolio** for assessment.
- ▶ The portfolio will be allocated to **two assessors** for assessment.
- ▶ 2015 Curriculum and UKPHR's requirements will apply to assessment – see following slides.



If pre-application is refused

UKPHR will give **reasons for refusal**.

A **right of appeal** is provided.

Can reapply 6 months after the UKPHR response.

Up to 3 applications can be made.



Knowledge competencies

61 competencies (51 in defined route).

Level required is Masters level (not necessarily via a Masters course).

Passing FPH **Part A exams** in past 7 years is enough evidence of all 61 competencies.

Each key area needs an overall **reflective** piece covering whole of that area.



Evidencing knowledge competencies

If **acquisition** of knowledge more than 7 years ago, applicants must write reflective piece for each specific competency. Some require **current knowledge** at submission.

Application - show hows - can supplement knowledge evidence, e.g. a reflective piece.

Key area 9 (and key area 10) in the pre-application evidence



Show how competencies

40 competencies in total.

Claim each competency once if possible.

Need to write a number of **summaries** each setting out different pieces of work.

Demonstrate **personal and senior** role in a substantial piece of work relevant to each word of the competency being claimed.



Writing a summary

A summary includes:

- ▶ Which competency is or competencies are claimed;
- ▶ Aim / objectives of work - *why?*
- ▶ Context of the work: organisation, chronological - *where + when?*
- ▶ Clear description of your role and actions - *what?*
- ▶ Method / approach to work including theoretical basis - *how?*
- ▶ Key results/outcomes: change in policy/practice/health outcomes - *so what?*
- ▶ Reflection of learning from the work, the competency - *do anything differently?*
- ▶ A list of the evidence signposted within the narrative.

Evidencing show how competencies

At least 50% of work and evidence relied on must be < 5 years old.

Need **objective evidence** supporting each claim

e.g. Reports, Chapters of larger documents, Presentations, Project proposals, Minutes, Commissioned work, Communications from others.

All require clear indication of individual's input



Additional show how information

Provide **clear navigation** for assessors of narrative and evidence – this is crucial.

Confidentiality: redact contact details of the public and personal details of colleagues.

Use of **testimonials** - needs to be specific to the competency being evidenced - must use the proforma prescribed by UKPHR.



Portfolio assessment process

Once portfolio received by UKPHR, assessors have **8 weeks** for first assessment, and aim to complete assessment process in most cases in 6 months, inclusive of clarifications.

Assessors' assessment discussed by **Registration Panel**.

Decision letters are sent to applicants soon after Panel discussion.



Applicant's role in assessment

After applicant's receipt of a decision letter, assessors **will phone** within 10 days to state the problems not the solutions
i.e. the what, not the how.

Maximum time to deliver **clarifications** will be **6 months**.

Maximum time to deliver **resubmissions** will be **6 months**.



Clarifications

- ▶ Evidence could be adequate, but require **more detail** to reassure e.g. content of a course for knowledge or role played by applicant in a “shows” project.
- ▶ Evidence could be a written statement and **supplementary** documentary evidence is needed.
- ▶ If a clarification **inadequate** – resubmission of new evidence from new area of work.

Resubmissions

- ▶ Evidence **inadequate** to demonstrate competence.
- ▶ Work **not feasible** to produce further relevant evidence.
- ▶ New evidence from **different piece** of work.
- ▶ Reason explained clearly in letter to applicant.
- ▶ Phone call offered with assessor - again the **what** not the **how**.

Clarifications and resubmissions

- ▶ Note **time limits** for compliance have been aligned (**6 months**).
- ▶ They will be assessed by the **same assessors** who assessed the portfolio previously, if possible.
- ▶ Registrar can **extend time** for compliance (up to twice) for good reasons.

Assessment of portfolio - QA

- ▶ **Moderators** may advise, respond to queries from assessors or moderate assessment.
- ▶ **Clarifications** and **resubmissions** still available to assessors.
- ▶ **Registration Panel** will debate assessors' recommendations.
- ▶ Where recommended by the Panel, the RAC will consider **admitting to register**.



Failing the assessment

1. **No more assessment** after 3 assessments.

2. **Complete return:**

- ▶ Not working at right level (pre-application);
- ▶ Assessors' decision, agreed by Panel.

Two opportunities to resubmit a portfolio.

3. **Unassessable portfolios:**

- ▶ Poor navigation, assessors report to Panel;
- ▶ 6 months allowed to resubmit the portfolio.

Failing the assessment - QA

Moderators involved in all 3 scenarios.

Registration Panel will debate assessors' recommendations.

A **right of appeal** is provided (on process, not on an assessment decision).



Key tips – 1



In every summary, include:

- ▶ the competency(competencies) addressed
- ▶ aims and objectives
- ▶ clear description of **my role and responsibilities**
- ▶ brief context for the work
- ▶ methodology/approach of **what I did**
- ▶ key results/outcomes
- ▶ reflection on learning experience
- ▶ evidence e.g. meeting notes, report, publication; emails

Must be clear what YOU did

Key tips – 2



Style of the commentary

- ▶ First page: which competencies
- ▶ A section for each competency
- ▶ Right hand columns to indicate - evidence and competency
- ▶ Evidence – just the relevant bits
- ▶ *Navigation is key*

Style of writing

- ▶ Demonstrate role of applicant - 'I'
- ▶ Wording of competency
- ▶ Demonstrate **all words** of the competency (not just a part)
- ▶ Confidentiality – ethical/legal/data protection



UKPHR support for assessors

- ▶ **Moderators' training** for assessors, who also deliver in-post development training and respond to queries from assessors.
- ▶ **UKPHR's office** provides all administrative support for assessors.
- ▶ **Guidance** for assessors is published on UKPHR's website.



Support for applicants

- ▶ **Guidance** for applicants is published on UKPHR's website.
- ▶ **UKPHR's office** will provide help and assistance as well as information.
- ▶ There are some support groups for some specialists, but these are not connected to UKPHR.



RSS and defined specialist routes will close next year

UKPHR's Board has announced UKPHR will **close RSS and defined specialist routes on 31 August 2019.**

UKPHR is **still assessing** portfolios under this route in the meantime.

This is a **more demanding time** for UKPHR's assessors.



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