UKPHR Regional Practitioner Scheme Handbook

(for the Midlands, North West and East of England

Please read carefully all the tasks on slide 14 prior to the first Portfolio Skills Workshop

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Scheme Administrator: **Cassi Metherell**

NHS England

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Welcome!

Our regional schemes are funded by NHS England and aim to provide a comprehensive package of support and CPD to develop a registered public health workforce

This means that there is no cost for the practitioner (or employer) to join our scheme and as such we need to ensure that practitioners joining the scheme have the best possible opportunity to develop and progress to UKPHR registration

Please read these slides carefully- we offer a blended support package and it is vital that you make the most of all the available options

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This is an NHSE funded programme. We need to ensure that everyone who is allocated a place is in a position to be able to prioritise the work needed to complete a portfolio.

Once accepted onto a scheme, we will engage with your line manager and DPH to ensure they are aware of your needs regarding balancing work/life and portfolio development.

- Engage with your line manager.
- Negotiate some protected time- although it is likely that you will do at least 50% in your own time. Make sure this is included in your appraisal and PDP.

Professional registration is for YOU, and your own development.

It will help you develop reflective skills and earn the letters and numbers after your name that identify you as competent – and will improve your employability.

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Key Resources- a reminder

UKPHR Guidance document This is the rulebook for all processes relating to UKPHR practitioner registration. *Use this to refresh your memory on the terminology associated with registration- and the processes involved.*

UKPHR Supporting Information document This contains additional detailed information on the UKPHR standards. This is your MOST IMPORTANT document when it comes to evidencing the 34 UKPHR standards. From page 12 onwards- there is detailed information about each standard which the assessors use to mark your work. *So, if you use it to compile your portfolio- it will be a valuable tool.*

HEE Training Directory- linked to the UKPHR standards, you can find suitable courses here to improve your theoretical knowledge and gain valuable CPD. *If you identified gaps in your theoretical knowledge when completing your self-assessment, this is the tool to use to fill those gaps.*

Knowledge Hub A platform where we share useful learning resources. Create a profile then join your regional group Midlands, East of England or North West

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CPD and learning opportunities

In addition to supporting you to build your portfolio, we offer many CPD options. If you already have MSc/MPH you may not require these sessions- but everyone has gaps, so we expect you to use the Training Directory to identify suitable courses to address these

- **London Southbank University (LSBU):** A series of five online half-day workshops. These meet all the UKPHR standard requirements but are ONLY open to people without formal PH qualifications
- **Project Management for Public Health:** Two workshops with additional learning tasks, these sessions meet all of the standards in area 7. They are open to anyone who needs further training in this area.

We often post new CPD opportunities on our KHub platforms….. See next slide!

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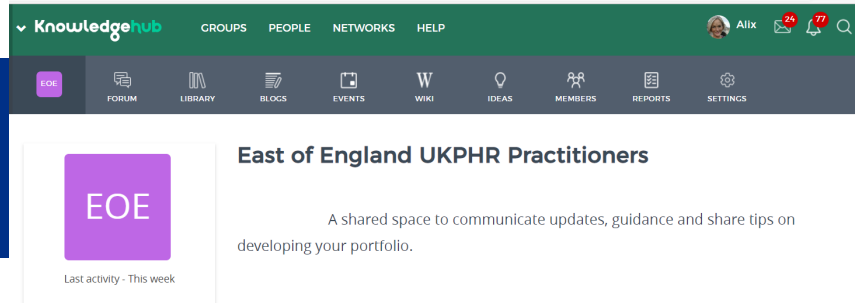
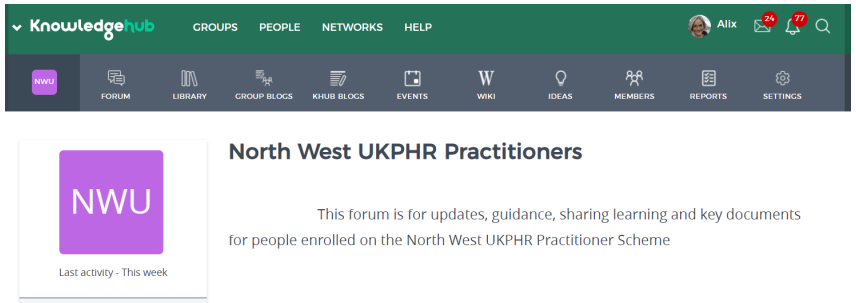
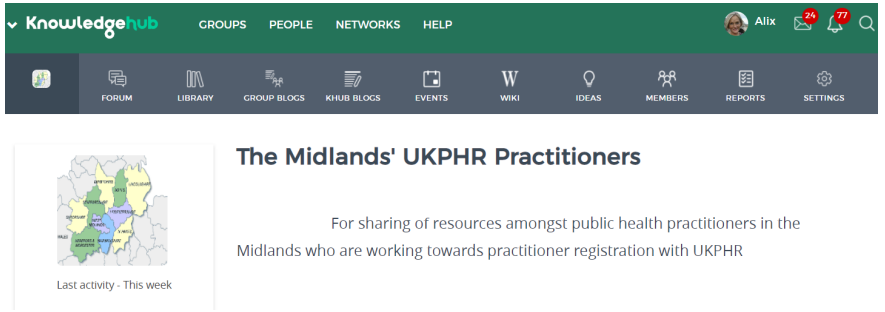
Knowledgehub

- This is a platform for us to keep you updated on EVERYTHING related to your scheme.
- Create an account here [Sign up - Knowledge Hub (khub.net)]
- Search for your regional scheme (such as North West UKPHR)
- These are closed groups and only accessible to people currently active on the scheme
- Set your notifications to receive email bulletins- that way, you will not have to log in to check new additions and will receive information as we post it.
- We use the “Forum” and “Library” tabs. You will find a lot of great examples of work and additional guidance on specific aspects of portfolio development- as well as CPD (and job) opportunities.







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Interactive learning

- **Portfolio Skills Workshops:** Each cohort has 2 workshops closely linked to your homework tasks. It is ESSENTIAL that you attend both sessions in full as these are not recorded.
- **Forum Meetings:** Held every 8 weeks, these are for every practitioner currently on the scheme, so you benefit from the experience of others. It is an opportunity to “touch base” with your fellow practitioners, ask questions and gain valuable learning. We choose one area of practice each meeting – and discuss the standards therein – in detail.
- **Optional Discussion Group:** Held on the last Friday of each month, this is a drop in group to connect with practitioners across several schemes and bring up specific standards for discussion.

Our schemes have supported over 100 people to UKPHR registration- and what the registered practitioners have in common- is that they have accessed ALL the support options available.

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The next steps- part one….(following successful application to join the scheme)

Ensure the forum dates and Portfolio Skills workshops are in your diary. Join the regional Khub Group.

Attend Portfolio Skills workshop 1. *Start point.*

Submit 3 standards homework task by the deadline given to you. Read and understand the feedback from this task

Attend Portfolio Skills workshop 2

Submit Draft Commentary 1 for review.
Approx 4 months after start point

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The next steps- part two…

On receiving feedback from your draft C1, you now have 1 month to edit and prepare for formal submission

Once you are ready to submit, email Alix and request a log in to the e-portfolio

Submit C1 for assessment. Do not wait for this to be completed- you are ready to begin Commentary 2 *Approx 5 months after start point*

You now have 3 months to write and submit C2 and then are expected to keep up this great progress to submit C3 (and C4 if you are doing one) until all the standards are claimed- and accepted!

Once your C1 has been assessed, you may have clarification. Use the guidance provided and address these while you continue to progress with C2.

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Addressing clarifications

- Everybody gets clarifications! This just means your assessor needs more information about a certain aspect of your submission for each standard
- Work your way through them as each commentary is assessed and ask for help if you need to.
- Rename your commentary “Version 2” and use a different colour font to add or edit text for the standards which require clarification
- If you add additional evidence items, just continue the numbering from where you left off (DO NOT renumber existing evidence!)
- Upload to e-portfolio when complete and continue with the next commentary. Don’t wait for assessment at any point- just keep writing the next commentary.

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The final steps

REGISTERED UKPHR PRACTITIONER
Protecting the public – improving practice

Once your 3rd (or 4th) commentary has been assessed, and you have addressed all clarifications you are ready for Verification. *Approx 12-14 months after start point.*

This is where our team of Consultants checks the portfolio, reviewing the assessment process. Once the portfolio has been verified…

The Verification Panel. These are held quarterly, and our Consultants meet as a group and present each portfolio for discussion. They then recommend for UKPHR registration..

You are READY! You now complete an application form to apply for registration. You simply send the form with your references and testimonial (and payment) to UKPHR- and we do the rest! See here for costs

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What next?

Firstly, we ask that you become an active advocate for UKPHR registration in your workplace. This may involve:

- **Share** communication from the scheme regarding CPD opportunities and Information sessions, so that your colleagues are aware of the opportunities available through their regional scheme
- **Advocate** for the scheme at all opportunities- UKPHR registration should be embedded in each organisation, with Consultants in the Verifier roles and senior workforce colleagues as assessors, to support the high numbers of practitioners in the region who wish to become registered
- **Act** as a Mentor for practitioners you know who are undertaking the portfolio process. Registered practitioners provide the best support for others, you know the standards- and the challenges! This role also contributes to your own learning, as being able to coach and mentor others is an important competency for senior leaders
- **Become** a UKPHR assessor- your scheme NEEDS YOU! The role is not nearly as challenging as completing the actual portfolio, you will assess one commentary every 3-4 months and full training and support is provided

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Maintaining your registration

There are four vital elements of maintaining your professional registration:

- **Keeping your details up-to date** It is vital that you inform **UKPHR** of any changes to your contact details to ensure that important correspondence in relation to your registration is safely delivered.

- **Renewing your registration annually** All UKPHR registrants are expected to renew their registration on an annual basis. The two requirements for successfully renewing your registration are payment of annual registration fees and submitting a completed and satisfactory declaration form.

- **5-yearly re-registration**The purpose of re-registration is to conduct a more rigorous check than at each annual renewal so as to monitor fitness to practise and promote improvement in the quality of public health practice.

- **Maintaining your Continuous Professional Development (CPD)** All UKPHR registrants are expected to take part in CPD as a condition of their registration. The requirements for CPD varies amongst the different categories of registration.

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Tasks to complete

- Review your self-assessment form and complete any CPD required. This is vital- as it will be a huge task if you leave it until later
- Join KHub and review all the resources- and examples of commentaries
- Learn the terminology- Knowledge, Understanding and Application
- Meet with your line manager and agree some protected time and embed your registration development in your appraisal and PDP
- Read about reflective writing here Reflective writing - Academic writing: a practical guide - Subject Guides at University of York

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Good Luck!

We wish you all the very best on this important journey!

Feedback is important to us, and we value all input to help us to improve the schemes

Please feel free to contact us at any point to discuss any issues or request further support

alix@healthtalks.org.uk Scheme Coordinator Alix Sheppard

admin@healthtalks.org.uk Scheme Administrator Cassi Metherell

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Thank you!

For your time and commitment to developing the public health workforce

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