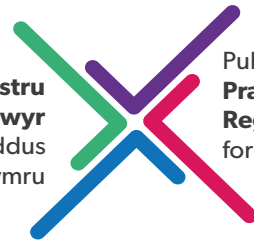


Cynllun Cofrestru
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Public Health
Practitioner
Registration Scheme
for Wales

Employers and Line Managers Guide

Overview

This is for employers and line managers who are supporting practitioners to develop a retrospective portfolio against the 34 UKPHR standards.

For information about UKPHR Practitioner Registration [CLICK HERE](#)

You can find out more about the portfolio requirements in the documents below:

- UKPHR Supporting Information
- UKPHR Guidance for Practitioner, Assessors and Verifiers

Summary of actions for employers

- 1** Embed practitioner registration/development in your workforce strategy
- 2** Check in with all eligible practitioners to see if they wish to commence registration
- 3** Provide support and encouragement to those embarking on registration
- 4** Engage with the senior team-becoming an assessor/verifier provides excellent CPD
- 5** Identify how you can help by learning about the portfolio requirements

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Background

The main purpose of the regulation of professionals, including public health professionals, is to protect, promote and maintain the health and safety of the public. This is achieved by ensuring professionals are competent, sufficiently experienced and adhere to agreed standards of ethical practice.

The purpose of the UK Public Health Register (UKPHR) is to provide public assurance for the provision of a competent workforce that contributes to a high quality public health service. UKPHR holds a register of public health professionals, and therefore has the means to identify, raise the profile of and communicate with the public health workforce. It is independent of all governments and sectional interests. In 2003 UKPHR was set up to regulate all multi-disciplinary public health specialists (from backgrounds other than medicine and dentistry). From April 2011 the register also started to regulate public health practitioners and the Wales Practitioner Scheme was launched at the same time having been one of the pilot areas informing the approach. The first two practitioners to be accepted onto the practitioner register were from Wales.

Practitioners cannot directly apply to UKPHR for registration and must apply through an approved scheme. The Wales Practitioner Scheme is hosted and funded by Public Health Wales and has a limited number of places (10 per cohort) available for practitioners each year.

What are the benefits?

Public health practitioners joining the UK Public Health Register benefit through securing objective recognition of their achievements, maintaining and enhancing their competence and developing future career options. Practitioner registration provides an opportunity to reflect and learn from work undertaken, and to demonstrate commitment to a future public health career. Registration also signals that the practitioner is competent and fully understands the essentials of their public health role.

The public benefits through knowing that competence, integrity and accountability in public health practice is assured, it can be checked for on a public register – and there is someone to complain to if things go wrong.

UKPHR Practitioner Registration

**What
does it
involve?**

Practitioners must be working as autonomous public health professionals at the Skills for Health Career Framework Level 5 or above for a minimum of 2 years to be suitable for the scheme.

In order to become a registered practitioner, individuals are required to complete a retrospective portfolio, demonstrating their knowledge, understanding and application against a set of 34 standards which are spread over Areas of Practice. The UKPHR Supporting Information document from page 11 has detailed information about each standard.

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1

Practising professionally, ethically and legally



2

Using public health information



3

Assessing the evidence for public health interventions and services



4

Protecting the public from health risks



5

Implementing public health policy and strategy



6

Collaborating across organisations and boundaries



7

Planning, implementing and evaluating public health programmes and projects



8

Communicating with others to improve health outcomes and reduce health inequalities



Self-assessment

Completing a full self assessment will give practitioners the best possible start and enable them to review current knowledge and competencies- and areas for development. There are 34 standards- so this process should take some time.

UKPHR have published a template for this process.

Think about those areas where you may be able to support the practitioner to gain either knowledge – or experience.

Remember: Knowledge, Understanding, Application

Practitioners will be required to show these 3 elements for each of the 34 standards.

Knowledge

How do you know what you know?



Signposted in the commentary

Where did you acquire this knowledge? What do you know?



Requires a piece of evidence for each standard

Understanding

Why is this important? How do you ensure your practice is underpinned by the above theory?



Demonstrated through the commentary narrative (No corroborative evidence required)

Application

How have you applied your knowledge and demonstrated your skills in practice?



Signposted in the commentary. Requires a piece of evidence for each standard that clearly situated you in the piece of work

Portfolio structure

Much of the portfolio process includes reflection. Reflecting on Knowledge, Understanding and Application firstly, then writing up to 3 or 4 reflective accounts called “Commentaries”. Commentaries link together the elements described above. Each Commentary is a narrative about a piece of work they have carried out / been involved in, and also the supporting evidence that meets the relevant standard. Evidence can be in a range of formats including reports, minutes, emails and testimonials.

For every standard the practitioner must have a clear example of how they have been involved in applying the standard within their work.

Whilst they don’t need to have led the work, they must be able to demonstrate that they were operating as an autonomous practitioner.

Documentary evidence is required to corroborate the description of what they did (written in the commentary) to meet the standard. This evidence must situate them in it e.g. Practitioner’s name on documents and date of creation Use the minimum amount of evidence to satisfy the requirements.

Supporting reflection

Having regular discussions will help the practitioner to decide:

- Which pieces of work they can write about
- How to find appropriate CPD
- What each standard requires and how they can evidence them

The Scheme provides much of this support but you will provide an additional “in house” pair of ears and this is essential for confidence building and maintaining progress.

Public Health Practitioner Registration Scheme for Wales

**What
does it
involve?**

The purpose of the Wales Practitioner Scheme is to allow practitioners to become registered with the UK Public Health Register.

In order to become a registered practitioner, individuals are required to complete a retrospective portfolio, demonstrating their knowledge, understanding and application against a set of 34 standards which are spread over Areas of Practice. The UKPHR Supporting Information document from page 11 has detailed information about each standard.

Practitioners are expected to complete much of the work in their own time as part of their development as a professional, but there are certain times and events they need to allocate out of their work time as follows:

- Virtual Introductory Session (half-day)
- Portfolio Skills Workshops (2 x half-days)
- Practitioner Portfolio Check-ins

A practitioner may also need to explore additional masterclass and study days but these are attended after negotiation between line manager and employee.

Current practitioners have highlighted that the portfolio development process increases their understanding and ability to perform in their public health role and it is in the interest of both employing organisation and practitioner to achieve registration.

The scheme is **not** a training programme, and practitioners are encouraged to liaise with their employers to identify and attend any training courses which are required to fulfil the technical competency requirements.

Expectations of Line Managers

All line managers of public health practitioners should:

- Embed the practitioner standards and practitioner registration in activity relating to the development or the practitioner workforce.
- Check in with all eligible practitioners to see if they wish to commence registration.

1 Supporting the Application

When practitioners apply to the Scheme, their line managers are required to provide a statement of support and sign the person's application to the Public Health Practitioner Registration Scheme for Wales. By endorsing the application it is assumed that a line manager will fully support their practitioner to participate in the scheme.

2 Support in the Workplace

Line Managers can support all staff in practitioner roles by considering the practitioner standards when setting work objectives, in ongoing supervision/one-to-ones and aligning the standards to development opportunities.

Adding time for a portfolio discussion into regular one to one meetings and the appraisal process will formalise the practitioner development process.

A portfolio is a big undertaking- and on top of a full-time job (and life) it can be a challenge to complete.

Offer protected time where possible and if there are several people in the organisation / team completing portfolios- link them together to form a peer support group.

Support to Address Identified Learning Needs and Gaps

As part of this process the practitioner may have identified learning needs and competence gaps; these should be captured in their self-assessment form (part of the application process). It may be helpful to review these with the practitioner, identifying whether some can be met by involvement in pieces of work. If there are specific learning needs that cannot be addressed in the workplace, then discussion with the Scheme Coordinator would be the next step.

Evidence Support

The evidence that the practitioner can use to demonstrate their competence is varied, ranging from emails, reports, testimonials and reflections. Candidates can also use any supervision notes (with appropriate permission) that may have been taken with line managers or quarterly/annual reviews and appraisals, if they demonstrate competence against specific standards.

3 Post Registration

Once individuals have become registered with the UKPHR as a Public Health Practitioner, there will be a requirement to maintain their registration through Continuing Professional Development (CPD). They will be required to demonstrate CPD per year with revalidation of their registration taking place every 5 years. Line managers should ensure that CPD/Personal Development is included within annual objectives/reviews with the Practitioner in order to support the Practitioner.

CPD Requirements

The UKPHR requirements are aligned to the standard published by the Faculty of Public Health. Practitioners must meet this standard or an alternative professional equivalent.

Basically this means:

- participants must submit a minimum of three, and a maximum of six reflective notes each financial year
- each reflective note must be linked to one or more PDP objective(s),

UKPHR checks practitioner CPD compliance through the annual renewal process.

Annual renewal

Practitioners will declare each year through their annual renewal declaration form that they are complying with the CPD requirements. They should not be requested to provide evidence.

Practitioners will be required to provide evidence of CPD at the time of your 5-yearly re-registration. This will either be in the form of FPH certificates for the past 5 years or CPD reflective notes (3-6) per financial year over the past 5 years.

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Identify how you can help by learning about the portfolio requirements

For more information:



PHW Internet Page [link needed](#)



UKPHR [link needed](#)

Contact us: **PHW.PeopleSupport@wales.nhs.uk**

UKPHR

Public Health Register

Protecting the public | improving practice



GIG
CYMRU
NHS
WALES

Iechyd Cyhoeddus
Cymru
Public Health
Wales