

## Summary of Key Changes to Updated Guidance for Applicants, Assessors and Verifiers Public Health Practitioner Registration and Supporting Information April 2024

Please note that this is a summary of changes and Applicants, Assessors, Verifiers and Scheme Co-ordinators must refer to the newly revised Guidance and Supporting Information (March 2024) for the full text of the changes.

Guidance for Applicants, Assessors and Verifiers Public Health Practitioner Registration			
Section	Page	Theme	Key changes
2.1	6	<p><b>Eligibility</b></p> <p><b>Guidance for applicants to the UKPHR Practitioner Scheme with principally overseas experience.</b></p>	<p><b>New para inserted.</b></p> <p>UKPHR Practitioner registration is a UK certification. As a result, applicants must show experience and knowledge of UK working and systems. Overseas experience is valued and can be used to support the UK knowledge and experience. UKPHR registration will give a UK employer assurance that a person has the appropriate competencies to operate effectively and autonomously as a Public Health practitioner. In order to apply to a local scheme to become registered as a public health practitioner you will need to be working in the UK. Applicants will be required to demonstrate at least 2 years of experience of autonomous practice in a public health role. Applicants will be required to compile a portfolio which is assessed to demonstrate knowledge, understanding and application of UKPHR’s Practitioner Standards. A number of standards require explicit evidence to be submitted of knowledge, understanding and application experience within the UK. Standards where this UK knowledge or experience is explicitly required are:</p> <ul style="list-style-type: none"> <li>1.1 Comply with statutory legislation and practice requirements in your own area of work.</li> <li>1.3 Act in ways that promote equality and diversity.</li> <li>2.2 Manage data and information in compliance with policy and protocol, demonstrating awareness of data confidentiality and disclosure.</li> </ul>

			In addition, the final reference and testimonial (Annexe C and D Supporting Information) must be completed by a Manager or Public Health Professional colleague working in the UK.
2.3 Planning your portfolio	Page 7	<b>Description of a piece of work</b>	<p><b>New section inserted.</b></p> <p>Each commentary should focus on either one discrete piece of work such as a Public Health project, programme or intervention or several smaller projects (maximum 3) which are clearly related to the common underlying public health theme of the commentary.</p> <p>If several smaller discrete projects are included in the commentary, the aims, objectives and outcomes of each project should be identified. Applicants must ensure that the title of the commentary reflects and is a clear definition of the projects presented in each of the commentaries.</p>
2.3 Planning your portfolio	Page 7	<b>Combining standards</b>	<p><b>New section inserted.</b></p> <p>If applicants combine more than one standard in a commentary, it is crucial that evidence for knowledge, understanding and application for each of the standards is clearly defined and obvious to the assessor .</p>
2.9 Testimonials at verification stage	Page 12	<b>Testimonials if more than one employer</b>	<p><b>New section inserted.</b></p> <p>If the portfolio includes commentaries completed whilst employed in different organisations, testimonials from each of the employing organisations should be provided.</p>
2.9	Page 12	<b>Requirement for Certified copies of original certificates for qualifications and courses</b>	<p><b>Replacement statement</b></p> <p>Certified copies of original certificates for qualifications</p>
3.3	Page 15	<b>Confidentiality</b>	The sentence <i>Ideally the applicant would have asked them before using the evidence</i> has been removed. –

Annex 7 Purpose of moderation	Page 37	<b>Moderation of first commentaries</b>	<p><b>New paragraph included.</b></p> <p>Moderation of the first commentary of the newly trained assessors is not part of the assessor training. Due to capacity issues moderators are not able to undertake this exercise for all first commentaries of new assessors, however moderators and coordinators can agree if a moderation is needed as a result of:</p> <ol style="list-style-type: none"> <li>1. Feedback from a moderator following training</li> <li>2. Issues/concerns highlighted by the scheme coordinator following receipt of the assessment of the first commentary.</li> <li>3. Local agreement with the scheme coordinator</li> </ol>
Annex 9	Page 41	<b>Guidance on second assessment, following decision by Verification Panel</b>	<p><b>Sentence below deleted</b> <i>The practitioner should then resubmit their Application for Verification to the scheme coordinator or direct to the verifier (if agreed with the scheme coordinator)</i></p> <p><b>New section included.</b></p> <p>The UKPHR policy Practitioner registration scheme request for review of verification panel decision policy June 2023 can be accessed at <a href="https://www.ukphr.org/practitioner-registration-scheme-request-for-review-of-verification-panel-decision-policy-june-2023.pdf">Practitioner-registration-scheme-request-for-review-of-verification-panel-decision-policy-june-2023.pdf</a> (<a href="https://www.ukphr.org">ukphr.org</a>)</p>
Annex 9	Page 41	<b>Currency for references and testimonials</b>	<p><b>New section included.</b></p> <p>An updated reference or testimonial will be required if further evidence and/ or an additional commentaries are submitted following a Verification Panel recommendation.</p>
Annex 10 (new)	Page 42	<b>12 Essentials of Practitioner Registration</b>	<p><b>New document included.</b></p>

Supporting Information for Public Health Practitioner Registration

Section 4	Page 3	<b>Eligibility Criteria</b>	<p><b>New paragraph included.</b></p> <p>UKPHR Practitioner registration is a UK certification. As a result, applicants must show experience and knowledge of UK working and systems. Overseas experience is valued and can be used to support the UK knowledge and experience. UKPHR registration will give a UK employer assurance that a person has the appropriate competencies to operate effectively and autonomously as a Public Health practitioner. In order to apply to a local scheme to become registered as a public health practitioner you will need to be working in the UK. Applicants will be required to demonstrate at least 2 years of experience of autonomous practice in a public health role. Applicants will be required to compile a portfolio which is assessed to demonstrate knowledge, understanding and application of UKPHR’s Practitioner Standards. A number of standards require explicit evidence to be submitted of knowledge, understanding and application experience within the UK.</p> <p>Standards where this UK knowledge or experience is explicitly required are:</p> <ul style="list-style-type: none"> <li>1.1 Comply with statutory legislation and practice requirements in your own area of work.</li> <li>1.3 Act in ways that promote equality and diversity.</li> <li>2.2 Manage data and information in compliance with policy and protocol, demonstrating awareness of data confidentiality and disclosure.</li> </ul> <p>In addition, the final reference and testimonial (Annexe C and D Supporting Information) must be completed by a Manager or Public Health Professional colleague working in the UK.</p>
Section 13	Page 5	<b>Organisation of your Portfolio</b>	<p><b>New paragraph included.</b></p> <p>You must submit at least three commentaries Each commentary should focus on one discrete piece of work such as a Public Health project, programme or intervention or several smaller projects (maximum 3) which are clearly related to the common underlying public health theme of the commentary.</p> <p>If several smaller discrete projects are included in the commentary, the aims, objectives and outcomes of each project should be identified. Applicants must ensure that the title of the commentary reflects and is a clear definition of the projects presented in each of the commentaries.</p> <p>If applicants combine more than one standard in a commentary, it is crucial that evidence for knowledge, understanding and application for each of the standards is clearly defined and obvious to the assessor .</p>

Section 58	Page 19	<b>Confidentiality</b>	The sentence <i>Ideally the applicant would have asked them before using the evidence</i> has been removed. At
Section 64	Page 20	<b>Testimonials</b>	<b>New line included.</b>  If the portfolio includes commentaries completed whilst employed in different organisations, testimonials from each of the employing organisations should be provided.
Section 66	Page 20	<b>References</b>	<b>New line included.</b>  If you have to submit additional information after a Verification Panel an updated reference or testimonial will be required to comment on the new information.