**East Midlands Public Health Practitioner Registration Scheme**

**2016-2017**

**Application Guidance Document**

**This guidance document is for workforces across the East Midlands who promote, protect, advocate for, develop and improve health with local communities and groups. They may be based in local government, the NHS, primary care or any of the health and social care organisations including voluntary and third sectors.**

**This guidance document sets out a process for the application of practitioners to the Public Health Practitioner Development Scheme. The guidance includes information on:**

1. **The background to the PH Practitioner Development Scheme**
2. **The Public Health Practitioner Development Scheme**
3. **The Application Process**
   1. **Selection Criteria**
   2. **Application Submission**
   3. **Selection Process**
4. **Terms and Conditions**
5. **Background**

In April 2011, the UK Public Health Register ([UKPHR](http://www.ukphr.org/)) accepted its first submission of a portfolio for [Public Health Practitioner registration](http://www.ukphr.org/about-us/registration-team/registration-panel/). This regulatory framework aims to protect the public via the development of agreed professional standards which will:

* Provide quality assurance of the workforce to a common and agreed standard;
* Provide quality control of the workforce by placement onto a professional register.

This framework of standards for public health practitioners is now a fundamental part of career and skills development which develops this workforce to support the most effective delivery of public health outcomes.

The Public Health Practitioner Standards are set at a ***minimum*** of Level 5 of the Public Health Knowledge and Skills Framework, equivalent to the level of the third year of an academic first degree. They can be downloaded at:

<http://www.ukphr.org/wp-content/uploads/2014/08/UKPHR-Practitioner-Standards-14.pdf> .

Registered practitioners are from a range of Public Health disciplines and backgrounds such as Social Care; Sexual Health; Health Promotion; Health Intelligence; Health protection, Mental Health and many more.

The scheme works with practitioners wishing to develop professional portfolios offering them support in self-assessment, collating evidence and demonstrating competence. Assessors and verifiers have been trained to formally review portfolio summaries and evidence; registered PH practitioners and assessors may act as informal mentors to practitioners (where they are not their assessors).

1. **Public Health Practitioner Development Scheme**

Public Health England and Health Education England working across the East Midlands are committed to supporting all practitioners who wish to develop portfolios of evidence against the Public Health Practitioner Standards.

Practitioners who are successful with gaining a place on the East Midlands Public Health Practitioner Registration Scheme will benefit from a range of support and development opportunities including:

1. Induction to the scheme
2. Portfolio Development Groups (PDGs)
3. Development of a Learning Contract
4. Access and Support to a mentor (if required)
5. Allocation to an assessor – when evidence is ready for assessment
6. Access to a verifier panel prior to submission of the portfolio to the UKPHR

At the beginning of the scheme, practitioners will be expected to attend the Induction Day on 8th June 2016 as on this day all applicants will receive their information pack and gain an understanding of the scheme in more detail. Successful applicants will also be required to agree a learning and development contract with their line manager to reflect their learning needs and plans to complete the scheme (further information on the contract will be provided on the induction day).

**Practitioners in 2016 will be expected to submit a completed portfolio within 8 months of being accepted onto the scheme.** As a guide for employers[[1]](#footnote-1), it is advised that following discussions with their line manager, participants are allowed protected learning time to undertake the following during those 8 months:

* Induction day to the scheme
* Portfolio building support sessions (PDGs) x 4 days
* Time in the workplace to draw evidence for the portfolio from current work practice
* A total of 3 days (pro rata for part time staff) for portfolio writing

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| * **A minimum of three dates for local verification panels are agreed each year, these are timed to precede the UKPHR registration board meetings.** * **Practitioners will be expected to submit a completed portfolio within 8 months of being accepted onto the scheme and six weeks prior to the date of the panels** * **Dates of Panels will be notified once accepted on Scheme** |

**Please note:** as the scheme is part of a local implementation process for the Public Health Practitioner Standards, all participants will be expected to contribute to the evaluation of the scheme.

1. **Application Process**

In order to be considered for a place on the scheme, interested practitioners must submit a completed application form. In addition you are requested to complete the self-assessment form. In completing the self-assessment against the Public Health Practitioner Standards, the applicant will describe their public health practice and relevant experience and skills gained to date, begin to reflect on each area of the standards (giving practical examples of evidence where possible) and begin to identify any gaps they will need to address (and how they intend to go about this). Incomplete applications will be returned with a request for more information.

As this activity forms the start of the process of the scheme, we consider this an important indication of commitment to develop in this way and aspiration to become registered as a UKPHR PH Practitioner.

* 1. **Selection criteria**

Applicants must be able to demonstrate:

* Employment within the East Midlands geographical area.
* A minimum of two years’ public health experience.
* Applicants should be able to demonstrate a range of relevant experience with only a few gaps, which should be relatively easy to address within the timeframe by completing the self-assessment against the Public Health Practitioner Standards.
* The signed application commits the practitioner to aim to submit a completed portfolio by the date agreed in the learning contract and within 8 months.
* The learning contract completed at the start of the scheme will demonstrate the applicant’s commitment to the completion of elements of the scheme by the deadlines indicated. Where unforeseen circumstances arise and these deadlines are likely not to be met, we expect applicants to inform the Scheme’s Support Manager.
* The commitment from line managers for support is also demonstrated through the signed application form, including the agreed time off to attend formal learning sessions, additional relevant CPD events arranged through the scheme and allocated writing time for portfolio development.
  1. **Application submission process and deadline**

Please send the signed application documents either by post or email. In the case of an application sent by email, it is also essential to have signatures, either by electronic or signed by hand, scanned and emailed.

**The deadline for receipt of applications is 5pm Monday 9th May 2016**

Completed applications should be sent to:

**By Post:** Jenny Pass

Administrative Support Officer: Practitioner Registration Scheme

Public Health England East Midlands

Seaton House,

City Link,

Nottingham,

NG2 4LA

**By Email:** [Jenny.Pass@phe.gov.uk](mailto:Jenny.Pass@phe.gov.uk)

* 1. **Selection Panel**

Applications will be reviewed by a selection panel comprising members of the Practitioner Registration Steering Group to ensure that candidates meet the application criteria**.**

All successful applicants will be confirmed by 5pm 24th May 2016.

Successful applicants and their line manager will be expected to attend the Public Health Practitioner Scheme Induction Day on **8th June 2016**

If applying, it is recommended you and your manager note this date in the calendar now.

1. **Terms and conditions**

Applicants accepted onto the Public Health Practitioner Registration Scheme 2016-17 must agree to abide by its principles and participate fully in the support scheme as outlined in this document. On acceptance onto the scheme practitioners will be expected to attend the Induction Day. Practitioners will be supported to draw up a learning and development contract which is agreed with their line manager. Should an applicant be accepted onto the scheme and fail to comply without formal notification of exceptional circumstances they will not be guaranteed further support in the future.

**Please also see and read related documents: Application and Self-Assessment Form**

1. NB Applicants are expected to comply with their employing organisation’s process for study leave. [↑](#footnote-ref-1)