

## UKPHR Revalidation

### Frequently Asked Questions for Employers

#### **What is the value of my employee being registered with UKPHR?**

Registration is designed to assure employers and the public that multidisciplinary public health professionals are appropriately qualified and competent for their roles.

We set standards for registration that are recognised throughout the United Kingdom and provide significant public protection from unprofessional or unethical behaviour.

Registrants benefit from registration as it represents assurance that they have attained appropriate standards of competence. Registration for your employees brings recognition and status and demonstrates their commitment to public health. It also aids job satisfaction and assists in public health career progression.

The *Standards for employers of public health teams in England*<sup>1</sup> recommend that employers should ensure public health specialists and practitioners, nurses and other professional staff can maintain their professional registration and undergo professional revalidation if appropriate. Though written for employers in England, the Faculty of Public Health expects these standards to have direct relevance and applicability across the UK<sup>2</sup>.

#### **Why does my employee need to complete revalidation?**

For our registrants who are specialists, revalidation has replaced our process of five-yearly re-registration which UKPHR previously operated. For registrants to maintain registration with us, they must complete a satisfactory revalidation once every five years.

This is an important requirement in helping to ensure that your employees remain up to date and fit to practise as part of their continued registration, with a continuing focus on improving the quality of the work they deliver and influence.

This is so that the public, registrants, their employers and commissioners can continue to be assured that public health professionals who are registered maintain and enhance their knowledge and competence and continue to be fit to practise.

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<sup>1</sup> [https://www.local.gov.uk/sites/default/files/documents/11.88%20Standards%20for%20Employers%20of%20Public%20Health%20Staff\\_v04\\_web.pdf](https://www.local.gov.uk/sites/default/files/documents/11.88%20Standards%20for%20Employers%20of%20Public%20Health%20Staff_v04_web.pdf)

<sup>2</sup> <https://www.fph.org.uk/media/1265/fph-workforce-strategy-march-2018.pdf>

## What are the requirements for revalidation?

If you employ public health professionals who are registered as public health **specialists**, they will need to produce the following documents to achieve revalidation with UKPHR. These include, but may not be limited to:

- 1 x annual professional appraisal completed within 1 year immediately preceding revalidation and a reflective note. They will also need to self-declare that they have completed 4 other professional appraisals during their 5-year registration cycle.
- Self-declaration of annually participating in personal development planning.
- Annual declaration of health and conduct.
- Indemnity arrangements in place covering their practice.
- Evidence of meeting the Faculty of Public Health's standard for Continuing Professional Development (CPD), this may be via annual certificates covering the past 5 years of registration or the production of a registrant's CPD log, reflective notes and supporting evidence.
- Confirmation of participation in quality improvement activity; a Multi-source colleague feedback using an approved tool or, exceptionally, using UKPHR's prescribed forms for feedback.
- A reference to confirm the registrant's attitude towards skills and knowledge, CPD and quality improvement activity.

If you employ public health professionals who are registered as public health **practitioners**, we have not yet set a date for when revalidation will replace our five-yearly re-registration requirement. It is likely that they will need to provide the following:

- 1 x five-yearly peer discussion completed within 1 year immediately preceding revalidation (format to be determined).
- Self-declaration of participating annually in personal development planning.
- Annual declaration of health and conduct.
- Indemnity arrangements in place covering practice.
- Evidence of meeting UKPHR's CPD requirement (this can be annual certificates from the Faculty of Public Health covering the past 5 years or production of a CPD log, reflective notes and supporting evidence).
- Confirmation of participation in quality improvement activity;
  1. In every annual renewal, this will include feedback, CPD declaration and reflective account.
  2. On revalidation a Multi-source feedback using an approved tool or alternatively using UKPHR's prescribed forms for feedback.

- A reference to confirm the registrant's attitude towards skills and knowledge, CPD and quality of service.

UKPHR's [website](#) contains a section on revalidation which you can access from the "Registration" heading on the home page. Here, you will be able to access the policy and guidance which includes the list of requirements for revalidation as well as further information on the scheme.

### **What are the requirements for Continuing Professional Development (CPD) for my employee who is registered as a specialist with UKPHR?**

Specialists registered with UKPHR will be required to provide evidence of meeting the Faculty of Public Health's standard for Continuing Professional Development (CPD) or an equivalent standard set by another relevant professional body. This is the standard that UKPHR adopts for its revalidation.

The Faculty's standard includes undertaking at least 50 credits of CPD each year, each credit must be supported by a reflective note, at least 25 credits must be linked to their PDP and a maximum of 5 credits may be claimed in relation to any one reflective note.

This evidence can be provided in the form of annual CPD return certificates covering the past 5 years' registration.

For Specialists who do not use the Faculty of Public Health's CPD diary, or other relevant professional body's equivalent, they can alternatively provide their own evidence of compliance, such as a CPD log covering the past 5 years of registration, reflective notes and supporting evidence.

### **What are the requirements for Continuing Professional Development (CPD) for my employee who is registered as a practitioner with UKPHR?**

Practitioners registered with UKPHR will be required to provide evidence of meeting UKPHR's CPD requirement for Continuing Professional Development (CPD). This standard is closely aligned with the Faculty of Public Health's standard for practitioners' CPD.

Registered practitioners must meet the standard set by UKPHR namely:

- Practitioners must ensure they complete a minimum of 15 hours of relevant CPD, together with reflective comments for each CPD activity per year, and 75 hours over a 5-year cycle;
- Of the minimum of 75 hours, it is expected that at least 25 hours (1/3rd of the minimum required CPD) will relate to the UKPHR eight areas of practice. **Half** should also relate to the individual's PDP;
- The remainder of the CPD hours can be self-selected allowing personal choice and development and linked to appraisals and personal development plans (PDP), peer support arrangements or other ways of progressing work-focused performance objectives;

- A short reflective note (of a maximum of 150 words) must accompany all CPD entries, including those which registrants self-certify.

Practitioners who are members of the Faculty of Public Health have the option of using the Faculty's CPD diary, and if they do so UKPHR will accept the Faculty's certificates covering the past 5 years' registration as evidence of compliance.

For practitioners who do not use the Faculty's CPD diary, they will be required to produce their own evidence of compliance, such as a CPD log covering the past 5 years of registration, reflective notes and supporting evidence.

### **How often does my employee need to revalidate with UKPHR?**

Specialists and practitioners registered with UKPHR will need to revalidate once every five years by submitting a revalidation application online and providing the required documentation.

To provide sufficient time in preparing for revalidation, your employees will be sent an email inviting them to submit their revalidation application six months prior to their revalidation due date. They will continue to receive automated reminders up until the date they have completed their revalidation satisfactorily.

To ensure they receive information on their revalidation in good time, we encourage registrants to keep their registered details up to date.

### **Are employers required to provide an annual professional appraisal?**

For public health specialists:

- In England, Public Health England provides professional appraisals to registered specialists in England who are working for Public Health England, employed by local authorities and those registrants who have honorary contracts in academic settings.

This will mean that you as an employer will not be required to supply a professional appraisal for your employee's revalidation if you are an upper tier local authority in England or your employee has an honorary contract at an English University or other relevant academic institution because Public Health England will provide it for your employee.

- In Wales, Public Health Wales provides professional appraisals for public health specialists working for Public Health Wales and other public health employers

In Scotland, Public Health Scotland will provide professional appraisals for specialist registrants based in Scotland.

If, however, you and the public health specialists you employ do not fall within any of the categories described above, then it will fall to you and our registrants to

ensure that annual professional appraisals are provided. It is important to note, in this regard, that specialist registrants receiving appraisals provided by one of the bodies listed above will be taking part in a professional, reflective and formative process, for which the appraisers will have undergone specialist training. It is important that any professional appraisal process offered by you, as an employer, meets a similar standard of quality.

For public health practitioners, we are currently developing a more straightforward system, which will enable line managers and peer registrants to support our practitioner registrants in engaging with the peer discussion requirement for their revalidation.

For this, we will require the assistance of employers to help encourage line managers and peer registrants to support practitioners with their peer discussion arrangements for revalidation.

### **What is indemnity and what does UKPHR require from its registrants regarding indemnity arrangements?**

As UKPHR is accredited by the Professional Standards Authority, we comply with the Authority's standards for Accredited Registers. These standards require us to ensure that registrants have in place appropriate arrangements for indemnity cover. This is so that members of the public are protected from (or compensated in respect of) any service failure.

For UKPHR registrants in your employment, it is expected that you will have relevant professional indemnity insurance in place for your employees or they will self-insure so that your employees who are our registrants are compliant.

To demonstrate compliance, registrants will be required to make an annual declaration confirming that indemnity arrangements are in place. We will require this declaration to be made at every annual renewal of registration and in their application for revalidation.

### **How can I support my employee to fulfil the requirement of Supporting Information of Quality Improvement Activity?**

The purpose of revalidation is to assure that professional competence is being maintained and developed. Therefore, quality improvement activity should be maintained or improved at all times, with the professional appraisal process supporting a culture of continuing quality improvement.

We ask employers to have systems and other types of support in place to help their employees provide UKPHR with the relevant information they will need for their revalidation.

UKPHR will accept supporting information in the form of a colleague and stakeholder Multi-Source feedback tool which has been approved by UKPHR and

contains information from at least 10 raters. If your employee does not have access to a Multi-Source feedback tool, they will be required to produce alternative feedback as listed in our policy and guidance. This will require your employee to request feedback from colleagues, managers and service users as appropriate to fulfil this requirement for their revalidation.

### **Does UKPHR have a system of Responsible Officers for revalidation?**

As our register is not statutory, there is no legal framework of “Responsible Officers” for making recommendations to us on revalidation. UKPHR will instead receive and quality-assure supporting Information for revalidation. In addition, we will require your employee to provide us with the name and contact details for one referee.

UKPHR will contact the referee using the details provided by your employee in order to obtain independent verification of our registrant’s commitment to maintaining and enhancing competence and the validity of the documentary evidence the registrant has provided to us.

### **What will happen if my employee does not complete their revalidation in time or fails to meet the criteria of the revalidation scheme?**

UKPHR will provide reminders and notices to registrants in order for them to complete revalidation on time. However, if UKPHR has not received an application for revalidation from your employee, or your employee does not complete all the requirements for registration, then your employee’s registration may be at risk. It is important for you to encourage your employee to complete the revalidation process on time and satisfactorily to ensure that registration is maintained.

### **Who can I contact if I have any queries about UKPHR’s revalidation process?**

If you have any queries related to your employee’s revalidation, you can contact Zaira Ejaz who is the Revalidation and Registration Services Officer at UKPHR. Zaira will be able to help answer any queries you may have related to revalidation and her email address is [z.ejaz@ukphr.org](mailto:z.ejaz@ukphr.org)

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