

CONFIDENTIAL

Minutes of meeting of UKPHR's Education and Training Committee
held on Tuesday 12 April 2022 by Microsoft Teams

At 14.30hrs

Present:

NAME	FOR MINUTES	ORGANISATION
Helen King	Chair	UKPHR's Board
David Evans	DE	UKPHR's Board
Julie Parkes	JP	Faculty of Public Health
Joanna Dowd	JD	UKPHR's Board
Fiona MacDonald	FM	Public Health Scotland
Linda Smith	LS	UKPHR's Board
Jenny Douglas	JDouglas	UKPHR's Board
Judith Hooper	JH	UKPHR Specialist Moderator
Zaira Ejaz (secretariat)	ZE	UKPHR (secretariat)

Apologies:

NAME	ORGANISATION
Jessica Lichtenstein	CEO, UKPHR
Gill Jones	UKPHR Registrar
Ranjit Khutan	UKPHR's Board

1. Welcome, apologies and declaration of interest

The Chair welcomed everyone to the meeting and introduced LS as some Committee members had not met her previously. Attendance and apologies were as listed above.

2. Minutes of previous meeting

The minutes of the meeting held on 1st February 2022 were agreed as a true record.

3. Action Points and matters arising

The Chair noted the action points as follows:

22/01 – This action was an item to be discussed on the agenda.

22/02 – This action was an item to be discussed on the agenda.

22/03 – This action was an item to be discussed on the agenda under Any Other Business.

4. Apprenticeship route to practitioner registration

ZE reported that the final changes suggested by the Committee at the last meeting have been actioned and the rules and guidance documents will be circulated widely for publication.

5. Equality, Diversity and Inclusion working party

The Chair reported on the activities of the Board strategy day to the Committee and mentioned that the morning session focused on UKPHR's priorities as an organisation and the afternoon session was facilitated by Belonging Pioneers focusing on Equality, Diversity and Inclusion (EDI). The Chair provided a summary of the session and commented that it was very interesting and helped us to look at where we are as an organisation now and future plans in relation to EDI. It was recognised that the organisation was at a good place in terms of EDI but still had some work to be done. ZE commented that she found the session very useful especially as issues around EDI were not considered previously due to being a small organisation. DE said that as UKPHR is a small organisation, it is important to work with bigger organisations in terms of collecting and analysing data on EDI. FM queried what the next steps of action were for the organisation in terms of taking this work forward. The Chair replied that the survey and EDI action plan would need to be reviewed in terms of refining it further and considering priorities of UKPHR's Business Plan and identifying some concrete actions for this work to be taken forward. JD asked whether collecting data beyond the register would be considered. Organisations such as the NMC and ADPH would be good to approach for this. FM mentioned that we would need to be mindful of the purpose of collecting the data and reaching out to other organisations such as the HCPC in terms of setting the standard for the quality of data collected. The Chair mentioned that she would work with Jessica on how best to take this work forward. JP asked whether UKPHR was in contact with the Faculty of Public Health as there may be shared learning around EDI as there is a special interest group such as the EDI committee focusing on this work. LS mentioned it is worth approaching the NMC as they made improvements to their approach on EDI previously. FM mentioned that it would be worth checking in with Jessica about the implications of the changes to the Equality Duties that organisations are responding to by the end of April 2022 when undertaking this work.

	WHO	WHAT	BY WHEN
ACTION 22/04	Helen King	Work with Jessica and Zaira on how to take the EDI work forward following the Board strategy day	As soon as possible

6. UKPHR Extenuating Circumstances Policy

The Chair presented Gill's report on the Extenuating Circumstances Policy to the Committee for discussion and invited the Committee to provide their comments and feedback. DE commented that the report was very clear and comprehensive. However, on page 3 of the report under the section of the procedure for requesting extenuating circumstances approval, DE commented that there was no guidance in the report about what information is required when submitting a request for extenuating circumstances to UKPHR and asked whether there was an application form as this would be helpful for registrants to complete and provide the relevant information needed for the request. ZE confirmed that UKPHR did not have an extenuating circumstances form, and this would be something that would need to be developed for the policy to be implemented. The Chair agreed with DE's suggestion and said it was an excellent point and that an application form would need to be developed as this policy will be taken to the Board meeting on 20th April to be signed off. DE commented that an application form would make it much easier for the applicant and the person assessing the application in terms of

requesting the right information for the request. The form can be a simple template with a few boxes and can be attached as an appendix to the policy. Reference to this application form can be made in the policy under the submitting a request section. The Chair agreed with DE's suggestion and mentioned for this to be brought to Gill's attention so that the policy can be further refined to include an application form. Aside from this suggestion, the Committee was happy to approve the policy for Extenuating Circumstances to be taken to the Board for sign off.

	WHO	WHAT	BY WHEN
ACTION 22/05	Gill Jones	Create an application form for submitting a request for extenuating circumstances and to reference this form in the policy under the submitting a request section	As soon as possible

7. Specialist Registration by Portfolio Assessment review against Faculty of Public Health 2021 specialty training curricula

The Chair welcomed and introduced JH to the Committee. JH presented her report on the key changes in the 2021 Faculty of Public Health (FPH) specialty training curricula and how this relates to the UKPHR Specialist Registration by Portfolio Assessment (SRbPA) competencies. JH said that herself and her moderator colleague Carole Wood undertook a quick cross check exercise of the Faculty of Public Health's revised curriculum against the competencies for the UKPHR SRbPA route. JH mentioned that what was very helpful was the revision of the examples in the full levels of achievement in terms of providing guidance on the Show How competencies for UKPHR. This would warrant a further analysis in addition to the exercise undertaken by both moderators. The revised curriculum also provides a generic mapping of learning outcomes covered in the training programme against the 9 General Professional Capabilities of the General Medical Council (GMC). A number of areas have been highlighted for UKPHR to consider exploring further against the Know How's and Show How's competencies in order to ensure UKPHR is referring to these areas in its portfolio route. JH commented that there were some minor word changes in the knowledge-based definitions in the key areas. JH highlighted that as well as there being clear competency changes in the FPH revised curriculum, there were many indirect changes that would require further work to ensure the UKPHR competencies are as close to the revised curriculum as possible. JH said there was six recommendations in the report. JH suggested that recommendations 1 to 3 should be undertaken by Viv Speller they are quite detailed. As Viv Speller drafted the original Show How competencies she would be best to complete this work. Recommendations 4 to 6 can be completed by both JH and Carole Wood as they are relatively straightforward.

The Chair thanked JH for the report as this was very clear and comprehensive and invited the Committee to provide any comments or queries. JP said that the direction of the curriculum was equivalence for those who are applying via the GMC or UKPHR for a retrospective portfolio or equivalent to use the same curriculum and learning outcomes. JP clarified that the curriculum would be called 2022 instead of 2021 as it will be implemented this year for the prospective training programmes. JP said that she led the curriculum review so was happy to work with Viv Speller as a point of contact for this work. The Chair said that this will be discussed at the Board meeting on 20th April for this work to be undertaken. The Committee was happy with the report and to be presented at the next Board meeting in terms of arranging the next steps. JH suggested that she would contact Viv Speller about this work and the Chair mentioned she would discuss this with Jessica as the Chief Executive of UKPHR.

	WHO	WHAT	BY WHEN
ACTION 22/06	Helen King	To discuss with Jessica the next steps for the review of the Specialist Registration by Portfolio Assessment competencies against the Faculty of Public Health's 2022 revised curriculum	As soon as possible

8. Any other business

The Chair reported that Gill is currently working on a reasonable adjustments policy which she would like to present at the next meeting in July which will be part of the work on EDI.

The Faculty of Public Health has implemented its CPD policy which has taken effect from 1st April 2022. This is moving from a points system to completing a few reflective notes to be submitted each year. The audit process will also be replaced by an assessment to support colleagues in their personal development and reflecting on this. The new CPD system will be launched in April 2023 and the new CPD requirements are operational now from this CPD year.

9. Next meeting

Tuesday 26 July 2022 at 14.30hrs was proposed and agreed.