

Supporting others to develop a UKPHR Practitioner portfolio:

A guide for line managers and employers

UKPHR

Public Health Register

Protecting the public | improving practice

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Overview

This guide is for employers and line managers working in public health settings (local authorities, NHS organisations, UKHSA and OHID), to help them to support practitioners who wish to gain [UKPHR Practitioner registration](#)

It links with a number of the recommendations in the [Standards for Employers of Public Health Staff](#)

Summary of key actions for you to consider:

- | | |
|---|---|
| 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 | Engage with the scheme yourself- becoming an assessor/verifier provides excellent CPD |
| 4 | Identify how you can help by learning about the portfolio requirements |

Key information

Practitioner registration is devolved and managed regionally. You can find your regional scheme information [here](#)

The key documents relating to this guide are:

- [UKPHR Supporting Information](#)
- [UKPHR Guidance for Practitioner, assessors and verifiers](#)

Practitioners are eligible to join a regional scheme when they have been working autonomously for 2+ years (AFC band 5-7).

They need to be supervised rather than managed- and taking a leading role in the programmes they are delivering.

On the right- are some examples of job titles of registered practitioners.

Mental Health Promotion Specialist Domestic Violence Liaison Nurse Screening & Immunisation Co-ordinator
Research Officer Senior Health Promotion Specialist Public Health Project Manager **Project Manager**
Public Health Lead Head of Information and Intelligence Oral Health Advisor
Public Health Lead - NHS Health Checks Specialist Health Improvement Practitioner Health Promotion Manager
Senior Manager Research Fellow Pressure Garment Study Health Inequalities Development Manager
Library & Knowledge Services Manager Public Health Intelligence PhD Researcher Public Health Development Commissioner
Public Health Programme Manager Health Improvement officer
Senior PH Manager Public Health Project Manager Specialist Health Improvement Practitioner
Health Improvement Research Fellow Health Checks Service Manager Principal Public Health Practitioner
Health Promotion Officer Community Health Trainer Coordinator TB Clinical Research Nurse Healthy Lives Worker
Health Improvement Specialist Strategy and Community Coordination Officer PH Immunisation & Screening Manager
Senior Development Officer Public Health Specialist Registrar Senior Health Improvement Officer
Senior Public Health Practitioner Specialist for Children and Young People Head of Service Senior Environmental Health Officer
Senior Health & Wellbeing Advisor Acting Principle Public Health Practitioner Development Manager (Health Protection)
Oral Health Promotion Practitioner Health Improvement Officer Infant feeding project officer
Senior Public Health Intelligence Analyst Senior Public Health Manager Senior Health Protection Practitioner
Public Health Programme Manager Early Years Coordinator Strategic Commissioner for Sexual Health and Well-being
Physical Activity Assistant Public Health Commissioning Head of Service Project Manager
Health Improvement Lead (Mental Health) Regional Development Manager
City Regions Project Lead Practitioner Health Protection Nurse
Benchmarking Project Lead Health Checks Programme Manager Public Health Advisor Public Health Project Manager
Locality Public Health Partnerships and Commissioning Head **Scientific Officer**
Health Improvement Principal Dental Therapist Health Development Officer Team Leader (Drugs & Alcohol)
Senior Public Health Research Officer Oral Health Improvement Practitioner Childhood Obesity Programme Co-ordinator
Programme Manager Senior Public Health Practitioner Commissioning Public Health Lead
Senior Public Health Development Commissioner Stop Smoking Adviser
District Public Health Development Officer Health Improvement Practitioner Business Support Manager
Team Manager Health and Wellbeing Practitioner Oral Health Improvement Co-ordinator Health Improvement Specialist
Senior Health Promotion Specialist Senior Health Promotion Specialist Nutrition Team Leader
Regional Tobacco Control Policy Manager Head of Commission Support Health and Social Care
Public Health Business Analyst Tobacco Control Programme Manager
Public Health Intelligence Analyst Well-being and Partnership Lead Project Co-ordinator Armed Forces
Health Improvement Team Lead Trainer Public Health Resource & Campaigns Officer Suicide Prevention Worker
Environmental Health Officer Health Improvement Manager Road Safety Manager Lecturer Faculty of Health Sciences
Health Improvement Commissioning and Performance Lead Tobacco Control Strategy Lead Sexual Health Programme Lead
Mind Your Heart Development Worker Tobacco Control Lead Clinical Effectiveness Specialist
Health Promotion Manager Health Improvement Nutrition Specialist Lead Trainer Health Improvement
Specialist Health Improvement Practitioner Senior Health Promotion Practitioner
Health Promotion Officer Health Improvement Nutrition Specialist Health & Wellbeing Physical Activity Co-ordinator
Patient & Public Involvement Manager Chlamydia Lead Nurse Independent Public Mental Health Practitioner

Why produce a guide?

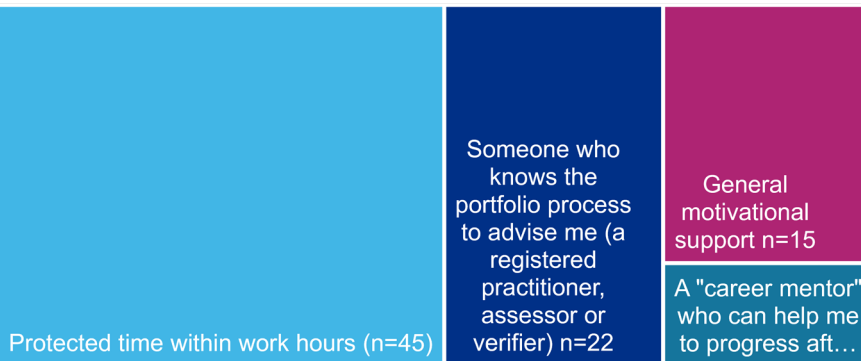
We asked 126 practitioners,
both registered and in progress

*“What additional support could
your employer provide to help
you gain UKPHR registration?”*

We received 88 responses in 4
distinct themes

Consider including registration in
your workforce development
strategy as a first step- and
ensure that there is a key person
linked with your regional scheme
who can provide updates and
disseminate information

- Protected time within work hours (n=45)
- Someone who knows the portfolio process to advise me (a registered practitioner, assessor or verifier) n=22
- General motivational support n=15
- A "career mentor" who can help me to progress after registration n=6



Time: a precious resource

Adding time for a portfolio discussion into regular one to one meetings and the appraisal process will formalise the practitioners' 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 completing portfolios- link them together to form a community of practice.

How long does the portfolio process take?

Approx. 18 months. We recommend that a minimum of 2 hours per week is allocated and practitioners do understand that they should expect to do some of the work in their own time.

"The portfolio process improved my practice as it reiterates the breadth of public health. It made me reflect on the work I have done previously to improve population health, and also identified areas I can improve on.

From this, I have ensured that I undertake continuous professional development and record my learning." Becky Proctor NHSE

The 34 UKPHR Standards

There are [34 UKPHR standards](#) which are spread over 8 Areas of Practice

The [UKPHR Supporting Information](#) document from page 11 has more detailed information about each standard

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

Knowledge, Understanding, Application

Practitioners will be required to show these 3 elements **for each** of the 34 standards so we need to start with what these mean.

Knowledge	How do you know what you know? Where did you acquire this knowledge? What do you know?	-Signposted in the commentary -Requires a piece of evidence for each standard
Understanding	Why is this important? How do you ensure your practice is underpinned by the theory above?	-Demonstrated through the commentary narrative (No corroborative evidence required)
Application	How have you applied your knowledge and demonstrated your skills in practice? Provide an example.	-Signposted in the commentary -Requires a piece of evidence for each standard that clearly situates you in the piece of work

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.

Use a template like the example one below, ideally in Excel. The areas **highlighted** are those areas where you may be able to support the practitioner to gain either knowledge – or experience.

There are 34 standards- so this process should take some time.

UKPHR Standard	Knowledge Source	Application example	Action required
1.1	Organisational Induction	Testimonial from manager to show compliance	Request testimonial
1.2	None (no CPD evidence)	Unsure	Complete CPD
1.3	E&D Mandatory training cert	I completed an EIA	Find EIA document

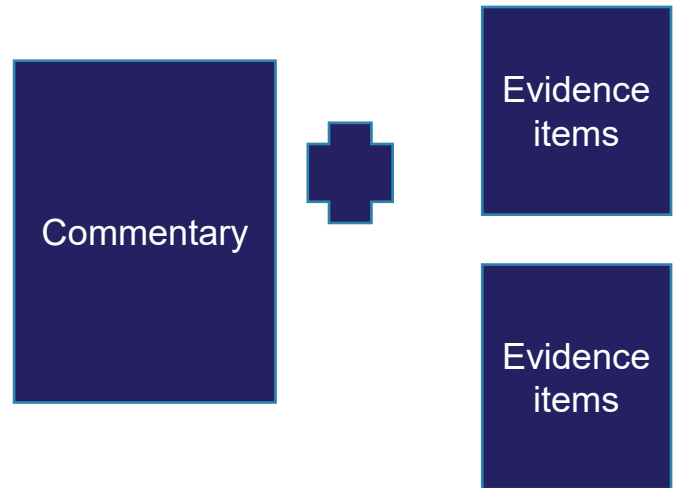
Portfolio Structure

Much of the portfolio process includes reflection.

Reflecting on K, U and A firstly, then writing up to 3 or 4 reflective accounts which we call “Commentaries” and they link together the elements described above.

Each Commentary is a narrative about a piece of work they have carried out.

They will gain the necessary support- and templates- for this work from the scheme but by “checking in” regularly, you will be able to provide a supportive learning environment.



Choosing the commentaries

Once the self assessment has been completed, the practitioner will consider which pieces of work they will write about- these should correspond to the application examples they identified in their self- assessment.

We expect between 3 and 5 pieces of work will be submitted – each standard needs to be claimed once. They will submit one commentary every 2-3 months.

Example:

Commentary 1

Standards claimed: 2.1, 2.2, 4.1, 5.2, 6.1, 7.6, 7.7, 8.1, 8.2

Commentary 2

Standards claimed: 1.1, 1.2, 5.1, 7.1, 7.2, 7.3, 8.3

Commentary 3

Standards claimed: 1.3, 1.4, 1.5, 2.3, 2.4, 3.1, 3.2, 7.4

Commentary 4

Standards claimed: 1.6, 1.7, 1.8, 2.5, 2.6, 4.2, 6.2, 6.3, 7.5

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

“My line manager did not understand what I was expected to do, so it was a challenge to try and juggle my work and portfolio deadlines”

“My employer did help me develop my portfolio by discussing objectives during our annual appraisal and enabling me to lead on projects that would help to evidence competencies that were less clearly linked to my role/area of work. Without this I would have struggled to evidence my competencies.” Amanda Dixon (NW)

Supporting reflection 2

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

Suggestions from practitioners

“Discuss gaps in application and explore options for meeting these E.g. facilitate access to different pieces of work to satisfy a particular requirement or the opportunity to work on a project in a different area of public health to fulfil a requirement”

“Support the practitioner to be able to evidence their role in a piece of work - presenting / facilitating feedback / attending meetings”

Developing new skills

Supporting others is a key component of senior leaders' responsibilities and being a mentor to a practitioner completing a retrospective portfolio is an excellent opportunity to develop these skills.

Supporting your practitioner will also help you to gain insight into your own professional practice and the UKPHR standards which support quality in public health practice.

Consider undertaking the UKPHR Assessor or Verifier training- this helps to embed registration in an organisation and supports a culture of learning and development "growing your own" professionally registered workforce. [Apply here](#)

There are some great resources here [Coaching and Mentoring - GOV.UK \(www.gov.uk\)](#) which can help you to develop these skills.

[Coaching and Mentoring – Leadership Academy](#)

[HEE elfh Hub \(e-lfh.org.uk\)](#) Coaching Skills online training

Regional Public Health Practitioner Schemes are currently recruiting for new Assessors to be trained by UKPHR to support the process of portfolio development by practitioners.

Assessors are appointed by the Board of the UK Public Health Register (UKPHR) (following satisfactory completion of training) and will carry out the role with the support of the regional scheme coordinator.

An opportunity to support the development of others: Become a UKPHR Assessor

Join our growing network of senior public health professionals, developing the regional workforce to independently assess portfolios against the UKPHR's public health standards for practitioner registration.

This role is suitable for senior public health professionals who are interested in opportunities for professional development – and supporting the development of others.

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To apply for the role, in the East of England, The Midlands or North West or for more information please complete the application here <https://forms.office.com/r/qp0QpZkS5E>

Benefits of the Role

- *Contribute to the development of public health careers for individuals- and your own*
- *Support the professionalisation of public health practitioners*
- *UKPHR certificated training and appraisal that can contribute to your own CPD – 'trained to assess'*
- *Enhances your understanding of how the full range and scope of public health knowledge and skills are applied to the implementation of public health interventions by practitioners*
- *Broadens your appreciation of public health agendas, policies, roles, services and interventions in other areas*
- *Develops a sound grasp of retrospective portfolio building which could help with own future portfolio development*

Regional Public Health Practitioner Schemes are currently recruiting for new Verifiers to be trained by UKPHR to support the process of portfolio development by practitioners.

Verifiers are appointed by the Board of the UK Public Health Register (UKPHR) (following satisfactory completion of training) and will carry out the role with the support of the regional scheme coordinator.

An opportunity to support the development of others: Become a UKPHR Verifier

Join our growing network of senior public health professionals, developing the regional workforce to independently review portfolios of evidence which have been assessed against the UKPHR's public health standards for practitioner registration.

This role is suitable for Public Health Consultants who are interested in opportunities for professional development – and supporting the development of others.

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- *Broadens your appreciation of public health agendas, policies, roles, services and interventions in other areas and organisations*
- *Develops quality assurance skills, objectively reviewing the work of assessors*

“As someone with an interest in education and training, being a UKPHR assessor supports my passion for the development of a highly skilled public health workforce. As a trainee it provides useful experience for a possible clinical or educational supervisor post in the future post CCT.”

Liz Marchant 2019

2022- Liz is now...

Acting Consultant in Health Protection/Consultant Epidemiologist | Public Health Wales
Global Health Fellow | Cambridge Global Health Partnerships
Co-chair | FPH Health Protection (Education & Training) SIG
UKPHR SR109

“Generally, a manager should understand the process, show curiosity for where you are in the journey, offer to review things and offer supportive comments, and publicly support the programme within the team.”

Amy Maclean PR01188

“It has shaped my development plan, highlighted areas that I have room for (plenty) of development in but also where I'm strong. It has also highlighted the need for reflection and to build that in to everyday practice for me and my colleagues.”

Thank you

Alix Sheppard UKPHR PR0322 PFPH

Public Health Practitioner and

UKPHR Scheme Coordinator for The
Midlands, The North West and East of
England



Training &
Consultancy

*This resource is still under
development.*

*I would welcome any
suggestions for improvement,
additions or edits. Please
email any feedback to
alix@healthtalks.org.uk*