



# Fitness to Practise Declaration

## *Guidance*

## 1. Purpose of this document

This document provides guidance to support the Fitness to Practise declarations that UKPHR request applicants and registrants to complete at the time of initial application, annual renewal, re-registration, revalidation and restoration.

## 2. Health

- 1. Do you currently have a health condition and/or disability which you believe may affect your ability to practise safely and effectively?**

**If you answer YES to the above, you will be asked to complete a further declaration:**

- 2. Are you appropriately managing your health condition and/or disability so that you can practise safely and effectively?**

### What are we asking for?

As part of your application, we ask you to tell us about any health condition and/or disability which you believe may affect the safety of the community or population you serve and/or those you work with and/or your ability to practise safely and effectively. We don't need to know about information that isn't relevant to protecting the public. We are trusting you to exercise your own reasoned judgement. It is up to you to decide whether your health allows you to be capable of safe and effective practice. To do this, you need to take into account your own health and wellbeing.

Most importantly, we will also ask for you to confirm that you are managing your health condition and/or disability so that you can practise safely and effectively.

By 'practise' we do not mean your ability to do any particular job but that you are capable of safe and effective practice in your profession.

By 'managed appropriately' we mean that you have sought medical advice and treatment from Occupational Health, a GP or other medical professional/specialist and where appropriate, support from your employer to manage your practice safely and effectively or you have taken steps to adapt, limit or stop your practice if your health condition and/or disability does affect you

- What should I do if I have a temporary injury or health condition?**

If you sustain a temporary injury such as a broken leg or a sprain or are suffering from a temporary health condition such as a cold or flu, we recognise that it is unlikely to affect your ability to practise safely and effectively.

You must however ensure that colleagues and the public aren't placed at risk and you should adapt, limit or stop your practice if it does or could affect your ability to practise safely and effectively until there is no longer that risk.

## Why are we asking this?

Our focus is whether you have a health condition and/or disability which may affect your practice. This is because we need to be able to assess whether it may place at risk the public you protect.

It's important to remember that that our focus is to ensure that you are reassured and capable of safe and effective practice either with or without reasonable adjustments which your employer has made.

Being in "good health" doesn't mean the absence of a health condition and/or disability. Many people with disabilities and health conditions can practise safely with or without adjustments put in place by their employer to support them.

If you have a health condition and/or disability, it is the responsibility of your employer to discuss what reasonable adjustments they can provide to support you to practice safely and effectively practice, with or without direct supervision. You may wish to seek additional advice from the professions professional body or a medical professional as to what support would be suitable.

If you answer NO to question 2, you will be asked to provide further information and a supporting statement with your application which UKPHR will take into account when assessing your application.

It will assist us if you provide information to cover the following areas:

- Nature and seriousness of the health condition and/or disability
- Pattern of a condition (is it active or relapsing).
- Management of your health condition and/or disability
- An explanation on why you feel that your health condition and/or disability is not currently being managed appropriately or won't be managed appropriately in the future
- Whether or not you have informed your employer/education provider about your health condition and/or disability.
- Medical or other supporting information commenting on how your health condition and/or disability does or could affect your ability to practise safely and effectively and what steps you (or your employer, if applicable) can take to enable you to practise safely.
- Your level of insight and understanding into your health condition and/or disability and how it could affect your ability to practise safely. i.e. you have a realistic, informed idea of the limits of your safe practice.

## How will we consider your response?

All applications to join the register, return to the register or self-referrals where a health condition and/or disability is disclosed are treated on a case-by-case basis.

UKPHR won't make decisions on registration based solely on the nature of your health condition and/or disability but based on evidence about the effect and your management of the health condition and/or disability to ensure safe and effective practice. This may vary from person to person and may also be affected by the impact of your health condition and/or disability, the help you may be receiving, and how much insight you have into its effect on your practice. We don't have a list of conditions or impairments that would automatically 'bar' an applicant from registration.

We recognise that your ability to work safely can be enhanced by the support network you have, consisting of your employer, family and friends or from the medical professional(s) treating you.

Although it isn't a requirement to tell your employer about your health condition and/or disability, we would encourage you to do so as they can discuss what support and reasonable adjustments, they can offer to you to help manage your health condition and/or disability.

Any assessment relating to a disability will focus on what reasonable adjustments and adjustments can be made by your employer to support you to enter and remain on our register.

We may ask for further information to assist UKPHR when making their decision if necessary. This doesn't mean your application will be refused but simply that we will require some further information before a decision is made.

If UKPHR is satisfied that you are correctly managing any relevant health condition and/or disability, by taking steps which will avoid any risk to the public or colleagues and those steps will ensure you have the ability to perform your job safely, you will not be refused registration on health grounds.

UKPHR may refuse to register someone with a health condition and/or disability where the UKPHR considers the applicant does not appropriately or may have difficulty managing their condition, thus potentially risking public protection.

If we find out that you didn't tell us about a health condition and/or disability which is affecting your ability to practise safely and effectively, we will investigate your fitness to practise, and it could affect your registration.

If you tell us about an ongoing health condition and/or disability, we won't usually need to know your full medical history.

- **How we consider a long term health condition**

We recognise that you may have a long term health condition which will vary over time. Some conditions may be ongoing and some will relapse from time to time.

When you make your declaration you should consider whether you have in place adjustments to manage periods when your condition affects you more than others, or when relapses happen, so that you ensure you practise safely and effectively. If you are able to manage your long term health condition, then you don't have to tell us.

If, however, you think your long term health condition is affecting your ability to practise safely and effectively and it isn't currently being managed or you won't be able to manage it appropriately, we will consider your long term health condition in the same way as any other health condition declared to us.

We look at the overall picture, including the insight you show and the support you have in place, to assess whether you are able to practise safely and effectively.

- **How we consider mental health conditions**

We recognise that one in four people will experience a mental health condition each year and that this can happen to anyone at any point throughout their life. If your mental health does or may affect your ability to practise safely and effectively you should tell us about it.

Some health needs and/or conditions may be ongoing and some will relapse from time to time. When you make your declaration you should consider whether you have in place adjustments to manage periods when your condition affects you more, or when relapses happen, so that you practise safely and effectively. If you are able to manage your mental health condition, then you don't have to tell us.

If, however, you think your mental health condition is affecting your ability to practise safely and effectively and it isn't currently being managed or you won't be able to manage it appropriately, we will consider a mental health condition in the same way as any other health condition and/or disability declared to us.

We look at the overall picture, including the insight you show and the support you have in place, to assess whether you are able to practise safely and effectively

### 3. Character

#### What are we asking for?

As part of your application, we ask you to declare that your character is such that you are capable of safe and effective practice.

#### Why are we asking for this?

Our assessment of your responses within this section seeks to ensure that your character is such that you are capable of safe and effective practice which does not pose any harm to the public.

#### What will we do with your response?

We will treat the information you provide in confidence. We will only use it to assess your fitness for registration.

If we find out that you made a false declaration or statement, which is affecting your ability to practise safely and effectively, we will investigate your fitness to practise, and it could affect your registration.

#### **1. Have you been formally convicted of a criminal offence and/or cautioned in the UK or any other country (other than a conviction or caution protected in the UK and youth cautions)?**

#### **What you need to tell us about cautions and convictions**

You need to tell us about formal cautions and convictions you have, unless they are protected by law in the UK or a youth caution.

#### **What do we mean by 'caution'?**

When the police give a formal written warning to someone who has admitted to committing a criminal offence. This includes:

- cautions for any offence
- conditional cautions
- formal warnings given by the police outside of the UK

#### **What do we mean by 'conviction'?**

A conviction is the result of a person being found guilty of a crime by a court. This includes:

- convictions for a criminal offence in the UK or in another country
- road traffic convictions for a criminal offence in the UK or another country
- convictions from a military court or tribunal

### **What you don't need to tell us about cautions and convictions**

- If you received a verbal caution. You only need to tell us about a caution given to you verbally if it was followed by a formal outcome and you admitted to committing a criminal offence.
- If a caution or conviction is protected by law in the UK

If a caution or conviction is protected it means you don't need to tell others about it as it meets criteria set out in law. It's based on the time that has passed since the offence and the seriousness of the crime. You don't need to tell us about any protected cautions or convictions.

### **When is a caution or conviction protected?**

It depends on your age at the time you received it and how much time has passed since you received it. Regardless of where you received it, we apply the laws applicable in England and Wales.

### **What should I do if I have a caution or conviction that isn't protected?**

If you have a caution or conviction that isn't protected, answer yes and give the following details:

- whether you received a caution or if you were convicted of a criminal offence
- the date the caution was issued or the date when you were convicted
- the offence the caution or conviction was for and the circumstances leading to it
- the name and address of the issuing court or police service.
- whether you told your employer or similar organisation, and if so, what the outcome was

## **2. To the best of your knowledge are you currently the subject of any police investigations which might lead to a conviction or a caution in the UK or any other country?**

### **What you need to tell us about possible cautions and convictions**

You need to tell us about investigations which might lead to formal cautions and convictions.

#### **What do we mean by 'caution'?**

An investigation which may lead the police to give a formal written warning to someone who has admitted to committing a criminal offence. This includes:

- cautions for any offence
- conditional cautions
- formal warnings given by the police outside of the UK

#### **What do we mean by 'conviction'?**

An investigation which may lead to someone receiving a conviction as the result of a person being found guilty of a crime by a court. This includes:

- convictions for a criminal offence in the UK or in another country
- road traffic convictions for a criminal offence in the UK or another country
- convictions from a military court or tribunal

### **3. Has any other action been taken against you by the police or a similar organisation?**

#### **What do we mean by 'other action taken against you'?**

The police and similar organisations can take action against you that doesn't result in a caution or conviction.

#### **What do we mean by 'similar organisation'?**

An organisation which carries out the same or similar role as the police. This could be in the UK or overseas. For example:

- military police
- military
- national or international security services
- civil courts

You need to tell us about other police actions where you haven't received a caution or conviction, if:

- you have received a penalty notice for disorder for an upper tier offence (see guidance below)
- you have received an anti-social behaviour or community order (see guidance below)
- you have received a cannabis warning in England or Wales
- in the last three months you were issued with a fiscal fine in Scotland
- you have received a diversionary disposal in Northern Ireland (see guidance below)
- you have been interviewed under caution or arrested for a violent or sexual offence
- you have been charged with a criminal offence and the outcome is pending
- Penalty notices for disorder

#### **Upper tier offence**

If you have accepted a penalty notice for disorder, check your documentation to see whether it's for an upper or lower tier offence. If it's an offence in the:

- Upper tier, you need to tell us
- Lower tier, you don't need to tell us.
- If your documentation doesn't specify the tier, check our list of the upper and lower tier offences (see appendix 1)

#### **Anti-social behaviour and community orders**

You need to tell us if you have been given:



- an anti-social behaviour order resulting from civil or criminal proceedings
- a Community Protection Notice or Civil Injunction in England, Wales or Northern Ireland
- a Community Resolution Order in England or Wales

### **Diversionsary disposal in Northern Ireland**

You need to tell us if:

- you have ever been issued with an informed warning for a specified offence\*
- in the last two years you've been issued with an informed warning for a non-specified offence
- in the last two years the police action resulted in a community based restorative justice outcome

\*A specified offence is one that will never be filtered from an Access NI criminal record disclosure certificate.

You don't need to tell us about:

- an outcome that involved a diversionary youth conference

### **Other police action – what you don't need to tell us about**

You don't need to tell us about:

- you were issued with a fixed penalty notice (see guidance below)
- you were issued with a recorded police warning or a formal adult warning in Scotland
- you were cautioned or convicted for something that is no longer an offence in the UK
- you were cautioned or convicted overseas for something that is not an offence in the UK
- you were issued with a police information notice (PIN)
- you were issued with a harassment notice

### **Fixed penalty notices**

You don't need to tell us about fixed penalty notices. But check your documentation to make sure it's not a 'penalty notice for disorder' as we do need to know about some of them.

Fixed penalty notices are usually issued by the police, local authorities and private parking companies for minor criminal or civil offences. These are usually given for driving and traffic offences, but they can be given for other minor offences like fare evasion or littering.

### **What to do if the other action taken against you isn't listed above**

If the action isn't listed above, for example if you've received another type of community justice sanction, you should get in touch with UKPHR at [register@ukphr.org](mailto:register@ukphr.org)

## What to do if you need to tell us about other action

If you had other action taken against you, answer yes to the question in your application and give the following details:

- what the further action was, for example, the outcome by the police or courts
- brief details of the circumstances that led to the action being taken
- the name of the organisation that took the action, for example, name of the police force or courts and any reference number
- the date of the action or if unknown please provide an approximate date
- whether you told your employer or medical school/university, and if so, what the outcome was

## 4. To the best of your knowledge, have you been or are you currently subject to any fitness to practise proceedings or investigations by a regulatory or licensing body in the UK or any other country?

You are required to tell us if you have been the subject of any fitness to practise proceedings or investigations by other regulatory or licensing bodies other than UKPHR (this includes any regulatory bodies in the UK or overseas).

You need to tell us about all investigations and proceedings regulators have made about you, even if the final decision was to take no action against you.

If you answer yes to this question, we will request formal confirmation of the determination from the regulatory or licensing body, and any other relevant documentation. You must give the following details:

- the name and purpose of the body which investigated the concerns
- brief information about the circumstances or situation that led to the concerns being investigated
- information about any action taken including any sanction
- the name and contact details (address, email and phone number) of the individual contact at the organisation who investigated the concerns

If the organisation was a regulator, you should also tell us:

- your registration number or application reference number
- brief information of any appeal you made and whether the outcome was successful or not
- if they imposed a sanction on your registration, what the sanction was for and how long. What was the sanction and for how long? Please provide details if you appealed the sanction and whether the outcome was successful or not
- if they refused to provide you with a certificate of good standing, (because of concerns about your fitness to practise)

If concerns were raised at an inquest or a public inquiry, you should also tell us:

- any court reference number or the name of the public inquiry

- whether you have already given written or oral evidence or not.
- And if you are due to provide evidence, what date this will be contact details for the organisation conducting the proceedings (contact name, email and telephone number)

## 5. Has a regulatory or licensing body, in the UK or any other country, ever refused registration to you?

You need to tell us if any regulatory or licensing body investigated concerns about your fitness to practise and refused to register or licence you.

You need to tell us about any refusal by a regulatory or licensing body regardless of where the organisation is based.

If you answer yes to this question, we will request formal confirmation of the determination from the regulatory or licensing body, and any other relevant documentation. You must give the following details:

- the name and purpose of the body which refused registration
- brief information about the circumstances or situation that led to your application for registration refused
- information about the refusal
- the name and contact details (address, email and phone number) of the individual contact at the organisation who refused registration
- brief information of any appeal you made and whether the outcome was successful or not

## 6. Has a school of public health or university raised concerns about your professionalism or behaviour, that led to a formal process?

The formal process could be to support you, or to investigate the concerns. Usually a committee, hearing or similar decides what action to take after the process has finished.

If you received a verbal warning that didn't lead to any action or an investigation against you, answer 'no'

We only need to know about concerns that led to a formal process. If someone raised a concern about your professionalism or behaviour, and this led to a formal process it usually means you needed to take action to stay fit to continue your studies.

### **What do we mean by 'concerns about your professionalism or behaviour'?**

A school of public health or university could raise concerns if anything happens during your education or training or in your private life that falls below their expectations. Some examples of concerns include:

- bullying or harassing others

- cheating or copying someone else's work (plagiarism)
- continued poor attendance during your studies, training or placements
- failing to maintain appropriate boundaries with others
- falsifying signatures on documents
- inappropriate use of social media.

### **What do we mean by a 'formal process'?**

A school of public health or university could start a formal process to investigate the concerns or refer them to a panel, committee or hearing. Examples can include:

- formally recorded investigations
- a referral to a formal panel, committee or hearing (for example a student fitness to practise hearing or conduct committee).

Outcomes of a formal process can include:

- a formal written warning
- written notification of the outcome of a panel, committee or hearing which included the requirement for you to take any action(s) to address the concerns
- a written letter setting out a structured support plan to address the concerns.

### **Ongoing investigations**

You need to tell us if your school of public health or university is still investigating a concern about your professionalism or behaviour at the point you apply for registration.

### **What you don't need to tell us about concerns**

Where no formal investigation process took place or no action was taken against you

You don't need to tell us if the concerns raised didn't lead to a formal process, or the outcome of any formal process was no further action.

Your school of public health or university may make a record of any concerns for future reference, that haven't led to a formal investigation process or referral to a panel/committee or hearing. If this is your situation you don't need to tell us about this when you apply.

### **Verbal warnings**

You don't need to tell us about verbal warnings, even if confirmation was given to you in writing or by email.

### **What to do if you need to tell us about concerns**

If your school of public health or university raised concerns about your professionalism or behaviour that led to a formal investigation process resulting in action being taken, answer yes to this question and give the following details:

- detailed information about the issue that led to the concern being raised, including relevant date(s)

- details of the formal process, who was involved and what the outcome was
- information about any action taken and the outcome of the formal process
- contact names and details (address, email and telephone number) of person(s) involved at the school of public health or university. We may contact them to gather further information or to verify the information you have provided any other additional information you want us to consider

## **7. Has an employer (remunerated or voluntary) raised concerns about your professional performance, professionalism or behaviour that led to a formal process?**

### **What you need to tell us about employer concerns**

We only need to know about concerns that led to a formal process. If someone raised a concern about your professional performance, professionalism or behaviour, and this led to a formal process it usually means you needed to take action to stay fit to continue your work.

### **What do we mean by ‘an employer’?**

An employer or contracting organisation is an organisation that employs or contracts you to work for or with them. This could be a public health or non-public health organisation. It also includes any organisation that you provide public health services/consultancy to. For example, if you are self-employed or a locum/interim professional.

### **What do we mean by ‘concerns about your professional performance, professionalism or behaviour’?**

An employer could raise concerns if anything happens during your employment or in your private life that falls below their expectations. Some examples of concerns include:

- abuse of your professional position, for example an improper sexual relationship with a service user
- bullying or harassing others
- discrimination against service users, colleagues and others
- failure to respond reasonably to service user needs
- fraud or dishonesty
- inappropriate use of social media
- serious breaches of patient confidentiality
- serious concerns about knowledge of English
- serious or repeated mistakes in service user care.

If the concern raised led to a formal process you need to tell us when you apply. You also need to tell us if concerns were raised by an employer even if you were not working in a public health capacity. For example, if you were working as a pharmacist, nurse or healthcare assistant or in a role not related to public health.

### **What do we mean by a ‘formal process’?**

An employer or contracting organisation could start a formal process to provide support, investigate concerns or refer a concern to a panel, tribunal or hearing. Examples can include being:

- sent written notification (by letter or email) about concerns that have been raised of and giving you the opportunity to comment
- excluded from work while under investigation
- invited to attend a formal panel meeting, tribunal or hearing
- notified in writing of the outcome of a panel meeting, tribunal or committee hearing.

Outcomes of a formal process can include:

- being given a formal written warning
- agreeing to undertake retraining or being supervised
- agreeing to a plan to address the concerns about your professionalism or behaviour
- having local restrictions or conditions put on your practice
- being dismissed from your employment.
- If someone raised a concern that led to any of the bullet points above, you need to tell us about it when you apply.

### **What you don't need to tell us about employer concerns**

- Processes that finished where no action was taken against you:

You don't need to tell us if the process finished, and no action was taken against you because the concerns were not substantiated.

- Verbal warnings by employers:

You don't need to tell us about verbal warnings, even if confirmation of the verbal warning was given to you in writing or by email.

### **What to do if you need to tell us about employer concerns**

If an employer raised concerns about your professionalism or behaviour, answer yes to this question and give the following details:

- information about the concerns and the circumstances and reasons that led to them being raised
- the name of the employer or contracting organisation that investigated the concerns
- contact names and contact details (address, email and telephone number) of person(s) involved at the organisation. We may contact them to gather further information or to verify the information you have provided
- details of the formal process including who was involved and what the outcome was
- if the investigation is on-going, details of any action taken so far, for example any interim conditions, undertakings or suspension that has been put in place
- details of the outcome, including any sanction
- any further information you want us to consider about the situation and circumstances, that led to the concerns being raised.

**8. Is there anything else about your professional performance, professionalism or behaviour that you believe might raise a concern about your fitness to practise as a public health professional in the UK?**

You may be concerned about something that has happened but is not covered by another question. If you are concerned about it or think we should know, answer yes to this question.

**9. Have you had a malpractice or negligence claim made against you that was settled out of court or upheld?**

**What you need to tell us about malpractice and negligence claims**

You need to tell us if a malpractice or negligence claim has been made against you and if it was settled out of court or upheld. You also need to tell us if a claim is still ongoing.

**What does ‘malpractice or negligence’ mean?**

It means that someone made a claim in a civil court that says you, on your own or as part of a team caused harm to a member of the public.

**What does ‘settled out of court’ mean?**

It means you, or an organisation on your behalf, accepted a claim someone made about you. Usually this means that you, or an organisation on your behalf, gave compensation to the claimant, a family member or their legal representatives outside of court.

**What does ‘upheld’ mean?**

It means a court agreed with a claim someone made against you, or an organisation you worked for, that said you committed malpractice or were negligent.

**What to do if you need to tell us about malpractice and negligence claims**

If a claim against you was upheld or settled out of court, answer yes to this question and give the following details:

- brief information of the concerns raised about your practice
- if you accepted the claim or disputed it
- if you were named in a claim against a organisation. Provide brief details of the concerns made about your individual practice
- if the claim was settled out of court, details of the settlement including what compensation was given.

If the claim is on-going provide:

- information about the current status of the claim
- contact details of the court considering the claim including name of the court, any reference number and contact details (email and phone)
- details of any evidence (verbally or written) you are expected to provide and when, including any court hearing dates.
- It would be helpful if you could gather the additional information listed below. We may need to request this as part of our enquiries after we review your application.

We don't need you to provide this information when you submit your application:

- any court documents including claim forms or judgements any submissions, statements or a summary of the oral evidence you made to the court and the person who brought the claim or their legal representatives. This includes claims made directly against you or a claim in which you were named.

#### **10. Have you ever worked in a role which requires registration with a regulatory or licensing body when you did not have effective registration?**

You will be asked if you have worked in a role which required registration with a regulatory or licensing body when you weren't registered.

You do not need to inform us of roles which required registration, but you were employed on an interim basis whilst you gained registration.



## 4. Indemnity

1. I have in place or will have in place at the point at which I engage in public health practise in the UK, insurance or indemnity arrangements appropriate to the areas of my practice.

*If you answer NO to this question you are required to declare:*

2. I understand that, upon entry or restoration of entry on the UKPHR register I cannot practise as a UKPHR registrant unless there is in force an indemnity arrangement which provides appropriate cover in relation to my scope of practice.

If you have answered YES to the question asking whether you have indemnity arrangements in place you are required to indicate by means of a tick whether the indemnity insurance is provided by:

- Employer
- Personal arrangement with an indemnity/insurance provider
- Combination of employer provided indemnity arrangement and a personal arrangement

### What are we asking for?

We are seeking assurance that you have in place indemnity arrangements so that the public are protected from (or compensated in respect of) any service failure. For registrants in employment, it is likely that the employer will have relevant professional indemnity insurance or will self-insure itself and its employees in this respect.

For registrants who are self-employed there are a number of commercially available insurance products that would be acceptable to us in satisfaction of this requirement. It is your professional and ethical responsibility to assess and keep under review the monetary value of the insurance cover to make sure that it is sufficient to provide adequate recompense for all persons affected by service failure.

### Why are we asking for this?

UKPHR requires all registrants to have in place indemnity arrangements so that members of the public are protected from (or compensated in respect of) any service failure.

### What will we do with your response?

If you answer “yes” to question 1, we will ask for you to indicate the type of indemnity arrangements you have in place for our monitoring purposes only.

If you answer “no” to question 1, you will be asked to declare that you understand that you cannot practice under the premise of a UKPHR registrant until there is in force an indemnity arrangement which provides appropriate cover in relation to your scope of practice.

If you continue to answer “no” to question in subsequent declarations, UKPHR may seek further information on why an indemnity arrangement is not in place and if you have been practicing as a UKPHR registrant.

## 5. English (and where appropriate Welsh) language

**1. I declare that I have evidence, information or documents which show that I have knowledge of English (and Welsh where appropriate) which is necessary for the safe and effective practice as a public health professional.**

### What are we asking for?

We are seeking assurance that you have evidence, information or documents which show that you have knowledge of English (and Welsh where appropriate) which is necessary for the safe and effective practice as a public health professional.

If you are applying for registration as a public health practitioner, you will have evidence of your portfolio.

If you are applying for registration as a public health specialist via the training route, you will have evidence of this from your participation in the speciality training programme.

If you are applying for registration as a public health specialist via the SRbPA route, you will have evidence of your pre-application and/or portfolio.

If you are applying for registration as a public health speciality registrar, you will have evidence of your successful application and participation on the speciality training programme.

### Why are we asking this?

To practise safely in the UK, registrants must have sufficient knowledge of English (and Welsh where appropriate).

Our core guidance *Good Public Health Practice (2016)* states that

*“You must share with the public, in a way they can understand, the information they want or need to know about their health and health care and the health options available to them, including associated risks and uncertainties”.*

For doctors who are UKPHR registrants, *Good Medical Practice (2013)* states that doctors “*must have the necessary knowledge of the English language to provide a good standard of practice and care in the UK*”.

The reason it is essential for registrants to have the necessary language skills to practise in the UK is: to be able to communicate effectively with individual service users and communities, work in partnership with other healthcare colleagues and clearly and accurately document their work. If a registrant does not have the necessary knowledge of English, there is a risk that s/he may not be able to fulfil these requirements.

## What will we do with your response?

If you answer “no” to this question, UKPHR will request evidence of knowledge of English (or Welsh where appropriate). There are many different ways in which applicants may be able to demonstrate language proficiency. UKPHR has the power to exercise discretion and consider all types of credible evidence, which meet the parameters of the criteria outlined in our English language policy.

## 6. 5 yearly revalidation/re-registration

- 1. I declare that I am aware of the revalidation/re-registration activities and will engage with these during my time as a UKPHR registrant, in line with UKPHR’s revalidation and/or re-registration policy and guidance.**
- 2. I confirm that I will provide my 5 yearly submission of revalidation/re-registration records to UKPHR by my revalidation/re-registration renewal date.**

### What are we asking for?

We are asking for you to confirm that you are aware of the ongoing requirements to maintain your UKPHR registration, specifically the requirements of revalidation or re-registration, for example, engaging in annual CPD.

### Why are we asking this?

Every public health specialist and public health specialty registrar will be required to revalidate every 5-years. Every public health practitioner will be required to re-register every 5 years.

This 5-year check is necessary so that the public, registrants and registrants’ employers and commissioners can continue to be assured that public health professionals who are registered do keep up their knowledge and competence and continue to be fit to practise.

Whilst you will apply for UKPHR revalidation/re-registration every 5 years, there are annual requirements to satisfy this.

## What will we do with your response?

If you answer “no” to the questions, we will ask that you familiarise yourself with the policy and guidance in order to gain an understanding of your obligations to satisfy revalidation/re-registration. We will then proceed for you to re-complete the declaration.

## 7. Annual renewal of registration

### **1. I declare that I am aware of the requirements to renew my registration annually and will engage with these during my time as a UKPHR registrant.**

#### What are we asking for?

We are asking for you to confirm that you are aware of the ongoing requirements to maintain your UKPHR registration. Every registrant is required to renew their registration annually. For you to successfully renew your registration, you will be required to submit a satisfactory FtP declaration and payment of your renewal fees.

#### Why are we asking this?

Every public health specialist and public health specialty registrar will be required to renew their registration every year by midnight on the 1<sup>st</sup> July. Every public health practitioner will be required to renew their registration every year by midnight on 1<sup>st</sup> October.

If you do not successfully renew your registration by your renewal date, your registration will lapse. If it is the first time your registration lapses in a 5 year registration cycle, you will be provided 15 working days to complete the outstanding requirements in order to restore your registration. If it is the second time that your registration lapses in a 5 year registration cycle, you will not be provided 15 working days and you must apply for restoration to the Register, which will incur an additional fee.

#### What will we do with your response?

If you answer “no” to the questions, we will ask that you familiarise yourself with the requirements before proceeding to request that you re-complete the declaration.

## 8. Fitness to Practice declaration at time of annual renewal and revalidation/re-registration

- 1. Are you aware of any proceedings, act or omission on your part that have occurred since your previous fitness to practise declaration, which might render you liable to be referred to UKPHR for investigation or consideration of your fitness to practise?**

At the time of annual renewal and revalidation/re-registration, you are asked to declare if you have previously omitted or if there are new proceedings or act since your previous declaration which may require UKPHR to investigate a possible fitness to practise concern.

This covers declarations relating to health, character and indemnity.

## 9. Self-referral

If you are already registered with us and have the following, you have a duty to self-refer yourself to UKPHR within 30 working days of the event occurring rather than wait until renewal. This does not automatically mean UKPHR will remove you from the Register. Applications for self-referral are made via the registrant portal.

If you delay and continue to practise, this could affect your registration, and you may be placing yourself or others' safety at risk.

- If you have presented with a new health condition and/or disability that you do not believe you are appropriately managing so that you can practise safely and effectively.
- Any new formal convictions or cautions in the UK or any other country (other than a conviction or caution protected in the UK and youth cautions)
- If you become the subject of any new police investigations which might lead to a conviction or a caution in the UK or any other country
- If you have any new action taken against you by the police or a similar organisation
- If you become subject to any new fitness to practise proceedings or investigations by a regulatory or licensing body in the UK or any other country
- If any new applications for a regulatory or licensing body has been refused
- If a school of public health or university has raised new concerns about your professionalism or behaviour, that led to a formal process
- If an employer (remunerated or voluntary) has raised new concerns about your professional performance, professionalism or behaviour that led to a formal process
- If there anything new about your professional performance, professionalism or behaviour that you believe might raise a concern about your fitness to practise as a public health professional in the UK
- If you have had a new malpractice or negligence claim made against you that was settled out of court or upheld

- If you no longer have in place indemnity arrangements so that members of the public are protected from (or compensated in respect of) any service failure.

## Appendix 1 – Upper and Lower Tier penalty notices for disorder

### Upper tier penalty notices for disorder

List of penalty notices for disorder in the upper tier that you need to tell us about:

- destroying or damaging property (under £300)
- breach of fireworks curfew (11 pm–7 am)
- breach of the peace
- buys or attempts to buy alcohol for consumption on relevant premises by a person under 18
- buys or attempts to buy alcohol on behalf of a person under 18
- delivery of alcohol to a person under 18 or allowing such delivery
- drunk and disorderly in a public place
- fire or throw firework(s)
- knowingly gives a false alarm to a person acting on behalf of a fire and rescue authority
- possess a controlled drug of Class B – cannabis/cannabis resin (may only be given on one occasion)
- possession of a category 4 firework
- retail theft (under £100 and may only be given on one occasion)
- sale of alcohol anywhere to a person under 18
- sells or attempts to sell alcohol to a person who is drunk
- send false message/persistently use a public electronic communications network in order to cause annoyance, inconvenience or needless anxiety
- supply of alcohol by or on behalf of a club to a person aged under 18
- urinating in the street or a public place
- wasting police time, giving false report
- words/behaviour likely to cause harassment, alarm or distress.

### Lower tier penalty notices for disorder

List of penalty notices for disorder in the lower tier that you don't need to tell us about:

- allowing consumption of alcohol by a person under 18 on relevant premises
- consume alcohol in a designated public place, contrary to a requirement by a constable not to do so
- depositing or leaving litter
- drunk in a highway, other public place or licensed premises
- drop, leave litter, refuse except in a receptacle provided for the purpose in a Royal Park or other open space
- possess a controlled drug of class C – khat
- trespassing on a railway
- throwing stones, matter or things at a train or railway
- unless the person is registered blind, failing to immediately remove animal faeces from a Royal Park or other open space
- use pedal cycle, skates, blade, board, foot propelled device in a Royal Park or other open spaces.