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# Revalidation scheme

## UKPHR's guidance for the revalidation of Specialist Registrants

### Introduction

Registration with UKPHR is an assurance of competence in public health practice at the time of registration, and all registrants must renew their registration annually. This involves a declaration regarding ongoing competence to practice as a public health specialist.

**Revalidation** is a means of ensuring that registrants focus on *maintaining* and *enhancing* the quality of service they provide and *improving* their public health practice while registered, to ensure they continue to meet standards.

Revalidation also complements existing systems for identifying any potential issues relating to registrants' **fitness to practise**.

Revalidation is intended to be a process, not merely a test at a single point in time, by which UKPHR, the public and others can be assured that all UKPHR's registrants maintain and build on the competence they demonstrated when they first achieved their registration.

Revalidation will give the public and others confidence that UKPHR and its registrants are committed to maintaining the competence of the core public health workforce, enhancing quality of service and improving public health practice.

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## Who is this Guidance for?

1. The revalidation scheme will apply to UKPHR **Specialist registrants**, except those who are also registered with the GMC or GDC. Specialty Registrars who are UKPHR registrants are exempt from the revalidation requirements.
2. **Specialist registrants** will use this guidance to understand revalidation requirements, and ensure they meet them.
3. The guidance may also be useful to **employers** of UKPHR registrants who must comply with requirements of the revalidation scheme. Registrants will look to their employers for assistance and support with revalidation.
4. The guidance may also be useful for **Specialty registrars** to prepare them for UKPHR registration, so they can understand why they will need to revalidate, and how it works in practice.
5. Finally, this guidance may be helpful to **members of the public** and to UKPHR's public health stakeholders as an aid to their understanding of UKPHR's revalidation requirements as part of a system of Accredited Register regulation.

## What is covered in this Guidance?

6. For Specialist registrants, UKPHR's revalidation scheme sets out how to renew registration with UKPHR through revalidation every 5 years. The requirements for revalidation are standards set by UKPHR.
7. Revalidation:
  - > is the process that allows you to maintain your registration with UKPHR;
  - > demonstrates your continued ability to practise safely and effectively, and
  - > is a continuous process that you will engage with throughout your career.

Revalidation complements existing systems for identifying potential issues relating to Specialist registrants' fitness to practise.

Revalidation is intended to be a process, not merely a test at a single point in time, by which UKPHR, the public and others can be assured that UKPHR's registrants maintain and build on the competence you demonstrated to achieve registration.

## Section 1 – Revalidation standards

8. Our registrants must demonstrate that they meet standards of practice throughout the revalidation process.

When you make a declaration, supply information or ask third parties for evidence in support of your revalidation (for example, professional appraisal, colleague feedback or references), these will be linked to standards of practice.

This means that in making an assessment that you have maintained competence and are engaged in continuous improvement of practice, UKPHR and professional appraisers and your peers who provide information – and you - will be expected to engage with these standards of practice.

9. The standards documents UKPHR registrants should refer to are outlined below:

### **UKPHR's Code of Conduct 2<sup>nd</sup> Edition March 2014**

UKPHR expects all its registrants to practice public health in accordance with UKPHR's Code of Conduct.

If we receive information or a complaint which raises questions relating to a Specialist registrant's conduct and fitness to practise, we will refer to the Code of Conduct in determining whether or not there is any issue we need to consider.

One of the strengths of revalidation is that it reinforces the Code by asking you to use it as the reference point for all the requirements, including your written reflective accounts.

This highlights the Code's central role in the core public health workforce's practice and encourages registrants to consider how it applies in your everyday practice.

### **Good Public Health Practice 2<sup>nd</sup> Edition 2016**

This updated publication by UK Faculty of Public Health and UKPHR sets out the standards which apply to the public health practice of all UKPHR's registrants.

Whenever a question arises about any aspect of the meaning or interpretation of something contained in UKPHR's Code of Conduct it is expected that *Good Public Health Practice 2nd Edition 2016* will be consulted. It was developed in order to provide guidance for multidisciplinary public health practice where *Good Medical Practice* cannot reasonably be interpreted to suit such practice - for example, where there is a need for population-based interventions rather than patient care.

The current edition reflects the same professional standards as *Good Medical Practice 2013* but provides guidance on public health practice specifically.

When you undergo UKPHR's revalidation, *Good Public Health Practice* provides the underpinning principles as well as amplification of the standards contained in our Code of Conduct.

## **Good Medical Practice 2023**

The General Medical Council (GMC)'s *Good Medical Practice* guides the practice of all registered medical practitioners in the UK. Some GMC Specialist registrants may be practising as public health specialists.

For those UKPHR dual registrants who are also registered by the GMC, you are expected to carry out your public health practice in accordance with *Good Public Health Practice* (see above) as well as *Good Medical Practice*. It is unlikely that the standards set out in the two publications will conflict, because the former has been designed to be complementary with the latter. However, in the unlikely event of conflict, *Good Medical Practice* has primacy due to its statutory nature.

It is expected that specialists who are registered by the GMC will be revalidated by the GMC, in which case *Good Medical Practice* sets the standards which will apply to the revalidation process.

UKPHR dual registrants may also be on the GMC or GDC Specialist register. A dual registrant who has, within the past 5 years, been revalidated by the GMC will not be required by UKPHR to undertake UKPHR's revalidation.

However, UKPHR Specialist registrants registered with the GDC will be required to complete UKPHR revalidation. The GDC does not have a formal revalidation scheme, but GDC CPD and appraisal materials can be used to contribute to UKPHR revalidation.

UKPHR's dual registration category does not include individuals otherwise regulated with other regulatory bodies such as the Nursing and Midwifery Council or the General Pharmaceutical Council.

## Section 2 – Practical arrangements

### Requirements of the revalidation scheme

10. As our revalidation policy sets out, the mandatory elements of UKPHR's revalidation scheme are as follows:

1. **Appraisal**
2. **Health and Conduct Declaration**
3. **Personal Development Planning**
4. **Professional Indemnity**
5. **Continuing Professional Development**
6. **Colleague Feedback**
7. **Confirmation of Compliance**

### APPRAISAL

11. To achieve revalidation, you must demonstrate that you have been engaged in annual professional appraisal during your time as a registrant.
12. If you are **in employment**, you may also be engaged in work-based appraisal but this work-based appraisal is a matter first and foremost between you and your employer. Work-based appraisal will relate to your line-manager assessing your current and past work performance by reference to pre-set job-related objectives and using the results to provide set objectives for the following year. We therefore make no requirement about work-based appraisal.
13. If you are a specialist registrant based in England who is employed by UK Health Security Agency, the Office for Health Improvement and Disparities, the NHS, a local authority or hold an honorary contract in an academic setting, you will be able to access the professional appraisal via the SARD system for your UKPHR revalidation.
14. If you are a specialist registrant employed in Scotland, you should be able to access professional appraisal through the SOAR system. Any individual without mainstream public health or NHS employment seeking to access SOAR should discuss their situation with the SOAR Director in Public Health Scotland.
15. If you are a specialist registrant employed in Wales, you will undertake professional appraisal through the MARS system administered by Health Education and Improvement Wales. This system is open to all Specialists in Public Health irrespective of employer.

16. If you are a specialist registrant employed in Northern Ireland, your professional appraisal is organised through your employer.
17. If you are making alternative arrangements to undertake your appraisal, we have accepted the use of the MAG form as a suitable template to record your appraisal discussion. At the time of revalidation, you can provide the completed and locked down version of the [MAG form](#) to the professional appraisal section of the revalidation module on your registrant portal. If you have used an alternative template for your professional appraisal which is equivalent to the MAG form, this is also acceptable.
18. It is your personal responsibility to ensure that you meet the requirement for **annual professional appraisal**. If you are in employment, your employer should ensure that annual professional appraisal is made available to you. If your employer does not arrange for you to undergo professional appraisal annually, you must make alternative arrangements.
19. If you are **self-employed or otherwise do not have an employer or affiliated organisation** to arrange for you to undergo professional appraisal annually, **you will need to make alternative arrangements for your annual professional appraisal**. This may involve financial cost but professional appraisal is necessary as part of UKPHR's revalidation process to satisfy UKPHR that you have maintained your competence since your first registration and that quality of service and practice have been maintained and where possible improved. [The Faculty of Public Health](#) have a professional appraisal service in place and you can make arrangements directly with them.
20. If you have been **away from work** for a considerable period during the 5-year revalidation period, you may not be able to meet the requirement for annual professional appraisal. For example, you may have been on sick leave, parental leave, outside the UK, or carrying out caring responsibilities or similar activity. In any such cases, please alert UKPHR as soon as possible and confirm the extent to which you are unable to comply with this requirement. You can still maintain your registration by completing an application for exemption via your UKPHR registrant portal. If you are planning an extended break from work, like parental leave, please inform us as soon as possible.
21. It is the professional and ethical responsibility of you and your appraiser to ensure that there are **no conflicts of interest** in the conduct of the professional appraisal. If however your professional appraisal is conducted by an appraiser who is also your line manager, this is not an automatic bar and would need to be declared when submitting your application for revalidation.
21. The latest annual professional appraisal must have been conducted **within 12 months of the date for your revalidation** and the summary version must be submitted to UKPHR as well as a self-declaration confirming compliance with the appraisal requirement.
22. If you do not use the employer-supported appraisal systems, you must provide an appraiser declaration form (using UKPHR's template) completed within 12 months preceding your revalidation due date, alongside the self-declaration.
23. You will be required to undertake 5 professional appraisals in a five yearly registration cycle, no more than 1 in each financial year.



## HEALTH AND CONDUCT DECLARATIONS

24. UKPHR has a standard **declaration** form for health and conduct issues already in use on application for registration and annual renewal through our registrant portal. We will require this declaration to be completed and submitted as part of your revalidation application.

## PERSONAL DEVELOPMENT PLANNING

25. It is good practice for all members of the public health workforce to be involved in personal development planning in relation to their work. UKPHR will require Specialist registrants to plan personal development annually.
26. For Specialist registrants **in employment** your employer will usually arrange, facilitate or support a process of personal development planning involving you and line managers and others. Others may include colleagues, representatives of public health partner organisations and service users.
27. For Specialist registrants who are **self-employed** there will be other opportunities to plan your personal development, for example through discussions with commissioners of your services, co-providers of services and service users.
28. To achieve revalidation, **Specialist registrants must make a declaration** that you have been engaged in personal development planning during your time as a registrant.

## PROFESSIONAL INDEMNITY – PROOF THAT ARRANGEMENTS ARE IN PLACE

29. UKPHR requires Specialist registrants to have in place **indemnity arrangements** so that members of the public are protected from (or compensated in respect of) any service failure.
30. For Specialist 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.
31. For Specialist 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 any and all persons affected by service failure.
32. To demonstrate compliance, as part of the revalidation application **Specialist registrants must make an annual declaration** confirming that indemnity arrangements are in place.

## CPD – PROOF OF COMPLIANCE WITH MANDATORY CPD REQUIREMENT

33. **Specialist registrants** must meet UKPHR's standard regarding CPD:

*All participants must submit a minimum of three, and a maximum of six reflective notes each financial year. Each reflective note submitted will need to be linked to one or more PDP objective(s). There is no longer any requirement to record CPD points.*

34. You may use the Faculty's CPD scheme, or one of the Faculty's approved alternatives- the full list is available [here](#) and includes those administered by the Chartered Institute of Environmental Health (CIEH) and the General Pharmaceutical Council (GPhC).
35. If you engage with the Faculty's CPD scheme, it is your responsibility to obtain the relevant certificates from the Faculty. You will be required to provide evidence of your CPD return at the time of your appraisal and compliance will be demonstrated by **self-declaration** at the time of revalidation.
36. If you have been **away from work** for a considerable period during the 5-year registration period preceding revalidation, you may not be able to meet the CPD requirement in full due to parental leave, career break or sick leave. In any such cases, please alert UKPHR as soon as possible and confirm the extent to which you are unable to comply with this requirement. You can do this by completing an application for exemption via your UKPHR registrant portal. UKPHR's Registrar can consider the exemption based on your circumstances and approve the missed year of CPD.
37. For those Specialist registrants who use the Faculty's CPD scheme, the Faculty can grant an exemption of the annual requirement and we will accept the Faculty's exemption- in which case a separate application to us is not required.

## COLLEAGUE FEEDBACK

38. The purpose of revalidation is to ensure that professional competence is being maintained and there is a continuous focus on improvement.
39. In order to establish this principle in the revalidation process (and guard against what might otherwise be a risk of the process becoming a box-ticking exercise) UKPHR will require evidence that you are regularly seeking **colleague feedback** and identifying and implementing improvements to your practice. UKPHR would expect the evidence to come from peers operating in public health.
40. It's expected that registrants will produce some illustrative and confirmatory information at their professional appraisal, for the purpose of showing how they are meeting the professional values set out in *Good Public Health Practice* and/or *Good Medical Practice*. This information should include multi-source feedback and be framed within a recognised multi-source feedback tool. Appraisers will focus on what registrants think this information says about their practice and how they plan to develop or modify their practice as a result.

41. The multi-source feedback tool must be completed at least **once in every 5 year registration cycle**.
42. We strongly encourage you to complete your multi-source feedback report in a timely manner ahead of your revalidation. The process of collating feedback takes a few weeks to be completed in full.
43. Registrants are strongly encouraged to obtain service user and colleague feedback early in their revalidation cycle, and before their second-last appraisal at the latest. Appraisers are encouraged to guide their appraisees to do this
44. Registrants are encouraged to use a tool that UKPHR has accepted for this purpose (as per the approved MSF/360 feedback tools document [here](#)), with at least the minimum number of raters recommended by each tool provider to reach validity.
45. If a listed multi-source feedback tool isn't used, the following will be accepted:
  - Feedback from two professional colleagues of the registrant
  - Feedback from two other professional who has experience of the registrant's public health practice
  - Feedback from two manager or one commissioner of the registrant's services
  - Feedback from two recipient of a service delivered by the registrant
  - A review of complaints, comments and compliments received within the preceding 5 years relevant to the registrant's public health practice
  - Reflective accounts by the registrant on the evidence from the above categories
46. If you take the approach as outlined in the paragraph above, you must use the templates we publish for each element.
47. Work colleagues who agree to provide feedback for you in support of your revalidation should be colleagues who know your work and can comment on the quality of the service you provide.
48. Anyone in a management position in relation to you, or who has commissioned delivery of a service by you, can provide you with feedback.
49. Public health professionals who agree to provide feedback for you in support of your revalidation should be registrants of GMC, GDC and/or UKPHR and should have personal knowledge of your work and quality of service. They should not be relatives or close friends and you should not offer to provide feedback for another registrant in return for their providing you with feedback.
50. The template for the provision of feedback must be completed by the third parties whom you ask to provide the required feedback.

## **CONFIRMATION OF COMPLIANCE**

51. Whereas GMC and GDC have statutory revalidation/re-registration schemes, UKPHR does not. Unlike the GMC, we do not have a separate system of Responsible Officers with statutory authority to check and sign-off compliance. However, UKPHR requires confirmation that professional standards have been met continuously for the past five-year period of registration. So that we can access a third party authoritative

confirmation, we require Specialist registrants seeking revalidation to provide a **completed reference**.

52. The reference should confirm that the registrant has complied with the following revalidation requirements:
  - The registrant has actively taken steps to maintain and enhance skills and knowledge during the preceding 5 years
  - The registrant has positively engaged in assessing and taking part in opportunities for CPD
  - The registrant continuously reflects the values outlined in *Good Public Health Practice*
53. The reference form must be completed by the registrant's line manager. If they do not have a line manager, it can be completed by the most recent professional appraiser.
54. It is the registrant's responsibility to seek a reference and ensure the form is completed, providing it to UKPHR at the time of revalidation along with their application. The reference form will be available to download and complete and then upload back into your application at the time of revalidation.
55. Your referee cannot be closely linked to you to maintain objectivity i.e., someone who you have a personal relationship with such as family and friends.

#### **APPROVAL OF REVALIDATION APPLICATION**

56. Once we have received your revalidation application in full including a completed reference from your referee, your application will then be processed to the next available Registration Approvals Committee. We strongly recommend that you submit your revalidation application to us prior to your revalidation due date so that this can be processed in good time.

## Revalidation requirements- Summary

REQUIREMENT	SATISFIED BY
Annual professional appraisal	<b>Self-declaration PLUS</b> summary of latest professional appraisal completed within 12 months preceding revalidation due date
Declaration of health and conduct	<b>Self-declaration</b> that this has been covered in appraisal, according to our requirements
Personal Development Planning	<b>Self-declaration</b> that this has been covered in appraisal, according to our requirements
Indemnity arrangements in place covering practice	<b>Self-declaration</b> that this has been covered in appraisal, according to our requirements
CPD - Meet Faculty of Public Health standard or another professional organisation's relevant alternative	<b>Self-declaration</b> that this has been covered in appraisal, according to our requirements
<p>Confirmation of participation in colleague feedback;</p> <p><b>Multi-source feedback</b> using an approved tool and containing <b>at least 5 raters</b> <b>OR</b> feedback from:</p> <ul style="list-style-type: none"> <li>▪ Feedback from two professional colleagues of the registrant</li> <li>▪ Feedback from two other professionals who have experience of the registrant's public health practice</li> <li>▪ Feedback from one manager or one commissioner of the registrant's services</li> <li>▪ Feedback from one recipient of a service delivered by the registrant</li> <li>▪ The registrant's review of complaints, comments and compliments received within the preceding 5 years relevant to the registrant's public health practice</li> <li>▪ Reflective accounts by the registrant reflecting on the evidence from the above categories and the previous 5 yearly appraisals</li> </ul>	<b>Self-declaration</b> that this has been covered in appraisal, according to our requirements
Reference to confirm attitude towards skills and knowledge, CPD and quality of service.	<b>Completed reference form</b> submitted by registrant to UKPHR at the time of revalidation