

Pre-application assessment proforma for UKPHR's *Specialist Registration by Portfolio* Assessment

January 2023

Amendment: Added section 7.2 from preapplication form to section 2.5 on this form

January 2023: amended reference from 2015 to 2022 curriculum and updated wording for 4.11, 9.4, 10.5 and 10.6

SECTION 1 – CHECKS (Completed by UKPHR & assessor)

Applicant:	
Date pre-application initially submitted to UKPHR:	
Date complete pre-application received by UKPHR:	
Is this their first, second or third pre-application?	
6-week outcome deadline:	
Dates/deadlines for RP:	

Assessor/s:	
Please indicate if this is the individual or joint proforma:	
Date pre-application assigned to assessors:	
Date of assessment decision submitted to UKPHR:	
Please confirm which assessor is available to present at the RP stated above:	

Checklist of all documents attached	Office to check it has been received by applicant or note any exceptions agreed	Assessor to confirm they have received
Application form (signed and dated):		
Reference from a Public Health professional (signed and dated):		
Current job description:		
Current CV:		
Most recent Appraisal:		
Most recent Personal Development Plan:		
Most recent 360° feedback:		
Organisational chart:		
Pre-application matrix with reflection section completed:		
If applicable, information in relation to answering yes to any Fitness to Practice declaration questions:		
Certified (by referee on their reference) copies of qualifications, membership of professional bodies, passing of FPH Diplomate exam and if applicable, a certified copy of marriage certificate/name change		

Has the applicant in the past applied to the General Medical Council for a Certificate of Eligibility for Specialist Registration? *

Yes No

Assessor comment:

* if the applicant has applied and been refused, they are not eligible, and the pre-application should be refused

Has the reference been provided in accordance with the guidance?

Yes No

Assessor comment:

Has the reference been provided by a senior public health professional?

Yes No

Assessor comment:

SECTION 2 – ELIGIBILITY CHECK (Completed by assessor)

Please be mindful to ensure that your comments against each criteria are thorough to withstand RP scrutiny and to ensure that feedback to the registrant is clear when sending their outcome letters.

Criteria being assessed	Assessed from	Criteria met? (Y/N/?)	Assessor Comment
2.1 Does the applicant work in, or has worked previously in a senior public health role in the UK?	<ul style="list-style-type: none"> ✓ CV ✓ Reference section 3.1 		
2.2 Qualifications: Does the applicant hold a post graduate qualification (in any relevant discipline to Public Health)?	<ul style="list-style-type: none"> ✓ Pre-application section 4 ✓ Know How Matrix 		
2.3 Level of working and full range of competencies: Does the applicant demonstrate competence in public health practice equivalent to a newly-qualified public health professional who has completed the Public Health Specialty Training Programme?	<ul style="list-style-type: none"> ✓ Overall pre-application ✓ CV ✓ Reference section 3.2 ✓ Matrices 		
2.4 CPD: Does the applicant maintain and enhance professional knowledge and skills by way of continuing professional development, participating in FPH CPD scheme? (Assessment should consider how CPD statement reflects full range knowledge competencies for this registration)	<ul style="list-style-type: none"> ✓ Pre-application form section 6.1. ✓ Reference section 3.3 ✓ CPD evidence ✓ PDP evidence ✓ Know How Matrix 		

<p>2.5 The applicant's use of a full range of advanced public health skills in working at senior organisational levels to deliver population health in complex and unpredictable environments</p> <p><i>Assess the following individually:</i></p>	<p>2.5a Public Health Expert <i>Demonstration of consistent application of a range of knowledge and skills appropriate to the public health problem, showing flexibility of approach so that the way in which the work is undertaken is appropriate to its context.</i></p>	<ul style="list-style-type: none"> ✓ CV ✓ Reference section 3.2 ✓ Show How Matrix ✓ Pre-application section 7.1 		
	<p>2.5b Personal Effectiveness & Impact <i>Demonstration of the impact of your public health expertise and advice on policy or action at a senior level of own organisation and with partner organisations.</i></p>			
	<p>2.5c Initiative and commitment to PH principles and values <i>Show commitment to progressing elements of professional development raised by reflection and of being proactive in shaping and taking forward your own development.</i></p>			
<p>2.6 Strategic Leadership and Collaborative Working for Health</p>	<p>2.6a Is applicant able to influence and negotiate successfully at senior organisational levels in both own organisation and in multiagency settings to achieve effective Public Health action?</p>	<ul style="list-style-type: none"> ✓ Pre-application section 7.2 ✓ Reference section 3.5 		
	<p>2.6b Is applicant able to support both staff and colleagues and is competent to manage staff including use of coaching or mentoring approaches</p>			
<p>2.7 Maintaining Public Trust, Safety and Quality</p>		<ul style="list-style-type: none"> ✓ Reference Section 3.4 		

<p>Are you assured that the applicant complies with Safety and Quality standards?</p>	<ul style="list-style-type: none"> ✓ Pre-application form section 4 ✓ Pre-application section 9 Fitness to Practice Statements ✓ Pre-application section 10 compliance with code of conduct ✓ Reference section 3.4 		
<p>2.8 Portfolio potential: Has the applicant provided sufficient evidence to assure you that they are aware of the requirements for submitting a portfolio for Specialist Registration, including providing suitable examples of work in the Show How matrix across the breadth of competencies?</p>	<ul style="list-style-type: none"> ✓ Preapplication form ✓ Matrices 		

SECTION 3– ASSESSMENT OUTCOME (Completed by assessors – only in joint proforma)

3.1 Do you approve this pre-application to continue to submit portfolio for Specialist Registration by Portfolio Assessment?

Yes* No

**If yes, please complete Appendix 1 and the boxes below*

3.2 Please use the checklist below for the reasons for this decision, whether you have approved or declined the pre-application
 Please ensure that you refer to the eligibility criteria. Reasons for an unsuccessful decision will form the basis of the outcome letter to the applicant, therefore be mindful that you include sufficient information to form the basis of feedback to the applicant.
 Please note that unsuccessful applicants (only) will be offered an online feedback meeting with their assessor. UKPHR office will contact the applicant within 10 working days of their outcome letter to ask whether they wish to avail themselves of this time limited offer. The draft outcome letter will shared with both assessors for final sign off.

Issue relevant to this assessment	Y	Comment
Non candidate issues, e.g., poor reference, application not completed in line with guidance		
Level of working not appropriate		
Competence not across all Key Areas		
Qualifications and knowledge inappropriate		
Significant gaps, unlikely to be fillable in 18 months		
Leadership and multi-agency working not demonstrated		
Management effectiveness not demonstrated		

If unsuccessful, please ensure you have added comments against the issues that can form the basis of clear feedback for the applicant via the letter.

Any additional comments on decision:

3.3 Any additional advice sought to determine decision? Please state from whom and when. Please explain what advice was sought and the advice provided:

APPENDIX 1 – completed by assessor only in joint proforma if pre-application is recommended for approval

CHECKLIST FOR CROSS CHECKING UKPHR COMPETENCIES MATCHED WITH 2022 CURRICULUM COMPETENCIES REQUIRED AT PRE-APPLICATION STAGE (only to be completed if recommending the applicant for progression to portfolio development)

2022 PH Curriculum Competency	UKPHR	Assessor comment
<p>4.6. Demonstrate an understanding of methods of financial management and show experience of how they are used. Evidence that registrar will be competent to take responsibility for managing a budget....</p>	<p>Specified for inclusion in CV</p>	
<p>4.10. Guide, support and develop staff and junior colleagues, receiving and giving constructive feedback and showing an understanding of the potential role of coaching and mentoring. Evidence registrar...is competent to take on staff management if required....</p>	<p>In pre-application section 7.2.2 and reference section 3.5</p>	
<p>4.11 Demonstrate and apply an understanding of how individual and population mental health and wellbeing can be managed and promoted in others in a range of situations.</p>	<p>Reference section 3.3 and 3.4</p>	
<p>Checklist for Knowledge and Learning Outcomes Key Area 9. Professional personal and ethical development</p>		
<p>9.1 Keep professional knowledge and skills up to date, and participate in audit, regular appraisal and reflective learning</p>	<p>Preapplication form section 6 Reference section 3.3</p>	
<p>9.3 Understand and utilise insight into your personality and preferred ways of working and behaviours, appreciate the impact these have on others, and show capability for self-appraisal, growth and development.</p>	<p>Reference section 3.3 Preapplication section 6.1.2</p>	

9.4 Understand the role personal mental health and wellbeing plays in competent practice, and take responsibility for nurturing your own wellbeing and seeking help as appropriate.	Indirectly in Reference section 3.4	
9.5 Practice safely, protecting and promoting the health of patients and the public and take prompt and appropriate action if that patient or public safety or dignity is being compromised.	Pre-application Section 9 Reference Section 3.4	
9.6 Seek and follow medical advice where health concerns may affect practice.	Pre-application Section 9 Reference Section 3.4	
9.7 Respect skills and contributions of colleagues, communicate effectively with them, treat them fairly and maintain professional relationships.	Reference Section 3.5. 3.6	
9.8 Demonstrate cultural competence and is able to work effectively in cross-cultural situations both internally and externally to the organisation.	Reference Section 3.6	
9.10 Demonstrate confidentiality by treating information about patients and other individuals as confidential	Pre-application Section 9 Reference Section 3.4	
9.11 Demonstrate honesty and integrity in professional and personal practice	Pre-application Section 9 Reference section 3.6	
Checklist for Learning Outcomes Key area 10		
10. Overall “consistently judges and effectively uses a range of advanced public health expertise and skills in working at senior organisational levels to deliver improved population health in complex and	Reference – Section 3.2	

unpredictable environments” (Aim of Key area 10, Integration and Application of Competencies for Consultant Practice, PH Curriculum 2022, signed off via reflective notes and 360 feedback from ST4 and reflection)		
10.1 Selects and uses advanced PH knowledge and skills appropriately for different tasks to deliver timely results.	Pre-application form section 7.1	
10.5 Provides advanced public health expertise, utilising pragmatic decision making and prioritisation skills at senior management level in their own and partner organisations	Pre-application form section 7 Reference section 3.2	
10.6 Uses a range of high order literacy and communication skills appropriately to increase understanding about the determinants of population health and promote effective action to improve it.	Pre-application form section 7 implicit Reference section 3.5 (communication skills implicit)	
10.7 Influences and negotiates successfully at senior organisational levels in both their own organisation and in multiagency settings to achieve effective PH action.	Pre-application form section 7.2.1 Reference section 3.2	
10.10 Uses and promotes public health principles and core values	Pre-application form section 9	