UKPHR Education and Standards Committee

Minutes of meeting on 23 July 2024

Present		Apologies	
NAME	**ORGANISATION**	**NAME**	**ORGANISATION**
Ranjit Khutan Chair (RK)	UKPHR Board	Anna Lubasinska	UKPHR
Jessica Lichtenstein (JL)	UKPHR CEO	Jenny Douglas	UKPHR Board
Ben Humphrey (BH)	UKPHR Board	Gill Jones	UKPHR Registrar
Carol Stewart (CS)	UKPHR SRbPA Moderator		
Marianne Coward (MC)	UKPHR Board		
David Evans (DE)	UKPHR Board		
Ellis Friedman (EF)	Faculty of Public Health		
Irfan Ghani (IF)	UKPHR Practitioner Moderator		
Fiona Macdonald (FM)	Public Health Scotland		
Joanna Dowd (JDowd)	UKPHR Board		
Samantha King (SK)	Royal Society for Public Health (RSPH)		
Zaira Ejaz (ZE)	Secretariat, UKPHR		

Item 1 - Welcome, apologies and declaration of interest

1. The Chair welcomed everyone to the meeting. Attendance and apologies were all listed above. IG mentioned that he was attending the meeting as a Practitioner Moderator as EF was representing the FPH in his place.

Item 2 – Minutes of previous meeting

2. The minutes of the meeting held on 28 March 2024 were agreed as a true record.

Item 3 - Action Points and matters arising

> ***ACTION: The Board to consider addressing the issue of capacity for assessors of end point assessments and ensure the right support is put in place for the pool of assessors.***

3. JL confirmed that UKPHR is having ongoing discussions with end point assessment organisations about the capacity for assessors as each organisation has its own requirements. There have been some proposed changes to the apprenticeship route which would be discussed later as a separate item on the agenda.

   ACTION: Consider contacting Universities who provide the apprenticeship to identify numbers of apprentices who will need end point assessments in the next few years.

4. JL confirmed to the Committee that graduate numbers are being tracked by UKPHR.

Item 4 – Specialist Registration by Portfolio Assessment (SRbPA) update and recommendations

5. JL presented the paper on the proposed changes to the rules and guidance for the Specialist Registration by Portfolio Assessment route following its light touch review and said that the revised the guidance for the route is in progress. The Committee was asked to endorse the changes proposed in the paper with the aim that it would be brought to the Board for approval for a launch in the Autumn. The task and finish group included representation registrants as well as the FPH and there was some good discussion that took place.

6. There was a question about one of the changes on the removal of the requirement that applicants must have gained competencies in the UK as this was part of the guidance for practitioner registration. However, since the recent PSA annual submission, it was requested this be removed to avoid limiting equal opportunities. Overseas applicants would need to demonstrate that they meet every competency, which could be quite difficult overseas. However, the onus is on the individual in providing suitable evidence. The specialist moderators will work on framing this in their guidance and the learning from this can be implemented in the practitioner guidance.

7. A suggestion was made about undertaking an analysis comparing succession rates of specialty registrars via the FPH training programme and those undertaking the UKPHR portfolio route on their journey to registration. As UKPHR is undertaking a retrospective data collection exercise, this would be possible to analyse the EDI demographic data which is part of the EDI action plan. It was suggested that UKPHR work with the Faculty of Public Health on producing this data.

8. It was suggested whether the guidance could include a statement on applicants who are in developmental roles needing to be at or near consultant level to meet all the competencies before submitting a pre-application.

9. The Committee was happy to recommend the proposed changes to the SRbPA route to the Board.

Item 5 – Good Public Health Practice draft

10. JL presented a draft of the Good Public Health Practice following the recent update of the Good Medical Practice from the GMC earlier this year. There was some good discussion and this is progressing very well. There is some expanded content on UKPHR's role as a regulator and how the standards will be used so that UKPHR is appropriately presented in the guidance.

11. UKPHR has a supplementary document called the Code of Conduct which is essentially Good Public Health Practice with some further information on expectations for registrants. It was proposed that UKPHR remove the Code of Conduct and to refer only to the Good Public Health Practice as the standards to be referred to by

registrants to avoid duplication and encourage collaborative working with the FPH. A UKPHR registrant user guide targeting different categories of registration could also be drafted to supplement the Good Public Health Practice document.

12. In terms of publication, the Good Public Health Practice document will be presented to the UKPHR Board in September as well as the Faculty's Council. UKPHR and the Communications Lead from the Faculty of Public Health will work together to produce a communications plan for this work. It was also suggested to bring the Good Public Health Practice document to the People in UK Public Health to be included on the agenda for the next meeting.

13. The Committee noted the progress of this work.

Item 6 – Public Health Level 6 Apprenticeship – proposed changes to registration

14. JL presented the paper on the proposed changes to the requirements for the Public Health Practitioner Registration via Apprenticeship route. Graduates are coming through the process for registration; however, it appears that the process of registering apprentices could be improved to avoid duplication and make this a more streamlined process without sacrificing standards.

15. Following discussion with the practitioner moderators and end point organisations who are in contact with the apprentices, a number of changes were proposed to simplify the process, include clear language and remove duplication for those completing the registration application. The light touch review also found that there was no reference to apprentices meeting standards for Good Public Health Practice so this was the key driving force for these changes.

16. The next cohort of graduates were completing their apprenticeships at the end of July and a draft guidance is ready to be published following the Committee's approval of the changes. It was noted that Chairs action would be taken in order to update the guidance as soon as possible. It was also noted that from the first cohort of apprentices, not all pursued UKPHR registration. As there is no means to contact these individuals, it is difficulty for UKPHR to understand the reasons for not completing the registration process. A suggestion was put forward about approaching programme leads and producing a communication to be sent to apprentices before they complete their apprenticeship informing them about applying for UKPHR registration and their career prospects.

17. Regarding the timescales for registration, there was some discussion and it was agreed that a year was an appropriate length of time to allow apprentices time to apply for registration if they are seeking employment and allows UKPHR to engage with the applicants via a contact point or contact list. This would also allow additional time for the first cohort of apprentices to still apply for registration.

18. The Committee was happy to recommend the changes to the registration requirements to the Board.

Item 7 – EDI update on action plan (49:10)

19. JL presented the updated EDI action plan following seven recommendations from the PSA, although UKPHR had met the standard for EDI as per the annual submission.

20. There has been significant progress with completing the actions on the plan and the data collation is progressing well. It is hoped that some data reports would be shared with the Committee at the next meeting. Anna Lubasinska is also working on the

annual report which incorporates most of the data and will be approved by the Board in September for publication.

21. One of the areas of focus is on UKPHR's communications and how this can be improved. JL reported that the team will be undertaking a workshop on plain English and user readability to further improve our communication and policy documents. The UKPHR website is also another area that is in need of improvement and it is hoped that a revamp will take place for the 25/26 financial year.

22. EDI training has been paused due to lack of resources and capacity. However, this will be picked up in the next calendar year to roll this out to other committees in the organisation. So far, training has been delivered to UKPHR assessors, the Registration Panel and Registration Approvals Committee.

23. The Committee noted the progress made to date on the EDI action plan.

Item 8 – Education and Standards Committee – Purpose, Expectations and Enhancing Engagement

24. The Chair presented a paper on the purpose and expectations of the Committee based on his observations as a Committee member. Although the Committee is made up from diverse representation from various organisations, it has been noted that the Committee predominantly is focused on procedural acceptance of proposals and decisions with limited scope for discussion and input. The Chair proposed strategies to enhance engagement and influence with the Committee in the paper and welcomed feedback from Committee members.

25. As the Committee has quarterly meetings, there will not be substantial items for discussion at all meetings due to the workflow. A question was therefore asked whether the updates were helpful and a good use of people's time or should certain meetings be cancelled. There was some discussion and Committee members felt that the updates were useful as it encourages engagement rather than receiving the updates via email. A suggestion was put forward in organising agenda items by update or discussion with focused questions. This would help Committee members to prepare their input ahead of the meeting for the discussion items.

26. Another suggestion was put forward about Committee members and UKPHR staff presenting items related to their respective areas in order to lighten the workload on JL in presenting the papers.

27. The Committee was happy with the suggestions and agreed to review this on an annual basis.

Item 9 – Any other business

28. There was no other business.

Item 10 - Next meeting

29. **Tuesday 8th October 2024** at **14.30hrs** was proposed and agreed.