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5<sup>th</sup> Edition

## Policy for the revalidation of Specialist Registrants

### 1. Introduction

Registration with UKPHR is an assurance of competence in public health practice at the time of registration. 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.

## Section 1: Revalidation standards

2. In making an assessment that specialist registrants have maintained competence and are engaged in continuous improvement of practice, UKPHR, appraisers and registrants will refer to **Good Public Health Practice 3<sup>rd</sup> Edition 2024**, which relates to conduct and fitness to practise.
3. *Good Public Health Practice* was developed in order to provide guidance for multidisciplinary public health practice where the General Medical Council's (GMC) *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 focus. The current edition reflects the same professional standards as *Good Medical Practice* but provides guidance on public health practice specifically.

## Section 2: Revalidation requirements

4. All UKPHR registrants must revalidate **except** for medical specialists also registered with the GMC and dental specialists registered with the GDC (and therefore registered as a Public Health Specialist via the dual route).
5. UKPHR **Specialist registrants** will have to undertake revalidation once every 5 years. The requirements of revalidation for Specialist registrants are aligned as closely as possible to those of medical practitioners on the General Medical Council's (GMC) Public Health Specialist Register.
6. **Specialty Registrars** in training programmes who are registered with the UKPHR will not be required to undertake revalidation because their training meets all the requirements of UKPHR's revalidation scheme through the supervision and quality assurance in place during their training programme. When a Specialty Registrar successfully completes the training programme and registers with UKPHR as a public health specialist, the revalidation requirements for Specialist registrants will apply from the date of registration.
7. The mandatory elements of UKPHR's revalidation scheme are:
  - Appraisal
  - Personal Development Planning
  - Health and Conduct Declaration
  - Professional Indemnity
  - Continuing Professional Development
  - Colleague feedback
  - Confirmation of Compliance
8. The requirements for each of the above elements are described in detail below.

## APPRAISAL

9. Most specialist registrants will engage with both work-based appraisal and professional appraisal. **Work-based appraisal** is the process by which a line-manager examines and evaluates an employee's current and past work performance by reference to pre-set job-related objectives, documents the results, and uses the results to provide set objectives for the following year. It is used to determine work-related issues such as training needs, promotion and capability. **Professional appraisal** is a structured, objective assessment of a registrant's continuing professional competence by reference to the standards relevant to the registrant's professional status and covering their entire scope of public health practice.
10. It is good practice for all members of the public health workforce to be involved in annual **work-based appraisal**, normally arranged by the employer. UKPHR does not require a work-based appraisal for revalidation purposes, but there are cross-overs between work-based and professional appraisal, for example in relation to personal development planning. For this reason, UKPHR may ask questions relating to work-based appraisal in the revalidation process, but an absence of work-based appraisal will not be a bar to completing the revalidation process.
11. Specialist registrants need to complete an annual professional appraisal for their revalidation. This professional appraisal should be conducted by an appraiser who has undergone training for the purpose of conducting professional appraisal. Most appraisals will take place through a formal system overseen and quality assured by an employer (i.e. SARD, SOAR and MARS). Specialists who do not have access to these appraisal systems will need to look to their employer to organise their professional appraisal or arrange their own annual professional appraisal through an external provider such as the Faculty of Public Health.
12. Responsibility for ensuring that annual professional appraisal is completed rests with the individual Specialist registrant.
13. Each professional appraisal discussion should reflect the 7 elements of UKPHR's revalidation scheme. Professional appraisers will need to see supporting information and evidence relating to each of these elements.
14. Evidence of compliance with the requirement for annual professional appraisal will be by way of **self-declaration** together with the production of the **summary of the professional appraisal** completed within 12 months preceding a revalidation due date.
15. Specialist registrants who do not use the employer-supported appraisal systems must provide a latest **appraiser declaration form** (using UKPHR's template) completed within 12 months preceding a revalidation due date with the **self-declaration**.
16. UKPHR reserves the right to request evidence associated with the professional appraisal for quality assurance purposes.

## HEALTH AND CONDUCT DECLARATIONS

17. UKPHR has a standard **declaration form for health and conduct** issues included in the application for registration and annual renewal. This form must also be completed and submitted as part of the revalidation process.
18. Compliance is demonstrated by **self-declaration** on the form required by UKPHR.

## PERSONAL DEVELOPMENT PLANNING

19. It is good practice for all members of the public health workforce to be involved in personal development planning in relation to their work. For those in employment this will usually be arranged, facilitated, or supported by the employer.
20. To achieve revalidation, Specialist registrants must demonstrate that they have been **engaged in personal development planning during their time as a registrant**.
21. Compliance is demonstrated by **self-declaration** on the form required by UKPHR.

## PROFESSIONAL INDEMNITY – PROOF THAT ARRANGEMENT IS IN PLACE

22. 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. This will normally be through the employer, and those who are self-employed should have arrangements in place.
23. Compliance is demonstrated by **self-declaration** on the form required by UKPHR.

## CPD – PROOF OF COMPLIANCE WITH MANDATORY CPD REQUIREMENT

24. UKPHR Specialist registrants must meet the CPD requirements published by the Faculty of Public Health: a minimum of three, and a maximum of six reflective notes each financial year. Each reflective note should be linked to one or more PDP objective(s) from the previous year. There is no longer a requirement to record CPD points.
25. Specialist registrants who are not part of the Faculty's CPD scheme must complete a **minimum of three, and a maximum of six reflective notes** per financial year as evidence of compliance.
26. Specialist registrants who undertake the Faculty's CPD scheme may produce the **Faculty certificate** of compliance as sufficient evidence for their appraisal.
27. Specialists who are part of other accepted CPD schemes must complete the required CPD required by those schemes. These include those administered by the Chartered Institute of Environmental Health (CIEH) and the General Pharmaceutical Council (GPhC).
28. Compliance is demonstrated by **self-declaration** on the form required by UKPHR.

## COLLEAGUE FEEDBACK

29. Specialist registrants demonstrating that they have reflected on their competence, quality improvement activity and practice is key to the revalidation process.
30. It is the nature of professional appraisal 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 Medical Practice* and/or *Good Public Health Practice*. This information may well include multi-source feedback and may 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. Registrants should use a tool that UKPHR has accepted for this purpose ([as per the approved MSF/360 feedback tools document](#)), with at least the minimum number of raters recommended by each tool provider to reach validity.
31. 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

UKPHR have produced specific forms and templates to collate the above feedback for discussion at appraisal and are available upon request.
32. Compliance is demonstrated by **self-declaration** in the form required by UKPHR.

## CONFIRMATION OF COMPLIANCE

33. UKPHR's revalidation scheme has no legal basis (unlike the GMC and GDC schemes). Many existing Responsible Officers overseeing GMC revalidation will engage with UKPHR revalidation, but this is still developing and inconsistent. In order to revalidate, UKPHR needs confirmation that professional standards have been met continuously for the five-year period. For this reason, UKPHR requires Specialist registrants seeking revalidation to provide a completed reference.
34. A UKPHR 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.
35. This 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*

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.

36. A summary of UKPHR revalidation requirements is below:

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> by answering in full the relevant questions in UKPHR's declaration form
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> </ul>	<b>Self-declaration</b> that this has been covered in appraisal, according to our requirements

<ul style="list-style-type: none"> <li>▪ Reflective accounts by the registrant reflecting on the evidence from the above categories and on the previous 5 yearly appraisals</li> </ul>	
<p>Reference to confirm attitude towards skills and knowledge, CPD and quality of service.</p>	<p><b>Completed reference form</b> submitted by registrant to UKPHR at the time of revalidation</p>

**37. Where UKPHR requires confirmation by way of self-declaration by the registrant it is crucial to the integrity of UKPHR's revalidation scheme that declarations are full and honest. Any false declaration will put at risk a registrant's registration.**