

November 2024

1<sup>st</sup> Edition

# Guidance: Practitioner Re-registration

## 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.

**Re-registration** 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.

Re-registration 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.

## About this guidance

### Who is this Guidance for?

- The re-registration scheme will apply to UKPHR **Practitioner registrants registered with UKPHR**. This guidance has been created to support you to complete and submit your re-registration application to us. We have set out the requirements in detail so you can be assured of the appropriate evidence required to submit for your re-registration application.
- The guidance may also be useful to **employers** of UKPHR practitioner registrants who must comply with requirements of the re-registration scheme. Registrants will look to their employers for assistance and support with re-registration.
- 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 re-registration requirements as part of a system of Accredited Register regulation.

### What is covered in this Guidance?

- For Practitioner registrants, UKPHR's re-registration scheme sets out how to renew registration with UKPHR through re-registration every 5 years. The requirements for re-registration are standards set by UKPHR.
- Re-registration:
  - 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.

Re-registration complements existing systems for identifying potential issues relating to Specialist registrants' fitness to practise.

This guidance includes detail on the standards that need to be met for re-registration, and outlines the requirements of the re-registration scheme.

## Section 1 – Re-registration standards and declarations

1. UKPHR practitioner registrants must demonstrate through the re-registration process that they continue to meet the required standards of practice.
2. The Good Public Health Practice (GPHP) Framework outlines the standards that all UKPHR registrants must continuously meet and integrate into their practice. You can read more about it [here](#).
3. All registered practitioners, in order to join the register, will have demonstrated that they meet the minimum knowledge and practice standards for Public Health Practitioners (ADD LINK). GPHP however is a broader set of standards that describes the expectations of practice for all public health professionals. Re-registration is one of the ways UKPHR ensures its registered practitioners continue to meet the required standard of practice.
4. Throughout their registration life-cycle, a series of declarations will be made where the registrant is asked to confirm that they continue to meet the standards.

When you make a declaration, supply information or ask third parties for evidence in support of your re-registration (for example, appraisal, personal development planning or CPD) these will be linked to standards of practice as outlined in GPHP.

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

## Section 2 – Requirements of the re-registration scheme

5. As our re-registration policy sets out, the mandatory elements of UKPHR's re-registration scheme are as follows:

1. **Appraisal**
2. **Health and Conduct Declaration**
3. **Personal Development Planning**
4. **Professional Indemnity**
5. **Continuing Professional Development**

### APPRAISAL

6. To achieve re-registration, you must demonstrate that you have been engaged in annual work-based appraisal during your time as a registrant.
7. If you are **in employment**, a work-based appraisal will normally consist of 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.
8. It is your personal responsibility to ensure that you meet the requirement for **annual work-based appraisal**. If you are in employment, your employer should ensure that an annual work-based appraisal is made available to you to fulfil your re-registration requirements. The appraisal must be signed off by a line manager or head of department/service.
9. If you are **self-employed or otherwise do not have an employer or affiliated organisation** to arrange for you to undergo appraisal annually, **you will need to provide a reference from either a registered Public Health Specialist, a senior colleague or someone you have been contracted to do work for to fulfil this requirement**. The reference would need to refer to the following public health principles:
- They confirm the registrant consistently maintains a commitment to making the health and protection of the public of prime concern.
  - They confirm the registrant has maintained high standards of professional and personal conduct.
  - They confirm the registrant has been honest and trustworthy in their practice and acted with integrity.
  - They confirm the registrant has remained objective and impartial when practicing public health and acted with discretion.
  - They confirm the registrant has adhered to principles of equality and diversity, and inclusion.

- The registrant has met their obligations in regard to CPD, PDP planning, registrant's personal health and professional indemnity cover.
10. If you have been **away from work** for a considerable period during the 5-year re-registration period, you may not be able to meet the requirement for annual 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.
  11. 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 appraisal.
  12. The latest annual work-based appraisal must have been conducted **within 12 months of the date for your re-registration** and this be submitted to UKPHR as well as a self-declaration confirming compliance with the appraisal requirement.
  13. You will be required to undertake 5 work-based appraisals in a five yearly registration cycle, no more than 1 in each financial year.

## HEALTH AND CONDUCT DECLARATIONS

14. When you renew your registration annually, you are asked to complete a standard **declaration** form for health and conduct issues. You will also need to complete this declaration as part of your re-registration application.

## PERSONAL DEVELOPMENT PLANNING

15. 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 requires Practitioner registrants to plan personal development.
16. For Practitioner 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.
17. For Practitioner 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.
18. To achieve re-registration, **Practitioner registrants must make a declaration** that you have been engaged in personal development planning during your time as a registrant.

## PROFESSIONAL INDEMNITY

19. UKPHR requires Practitioner registrants to have in place **indemnity arrangements** so that members of the public are protected from (or compensated in respect of) any service failure.
20. For Practitioner 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.
21. For Practitioner 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 anyone affected by service failure.
22. To demonstrate compliance, as part of the re-registration application **Practitioner registrants must make an annual declaration** confirming that indemnity arrangements are in place.

## CPD

### What is CPD?

Continuing Professional Development (CPD) is the element of learning and development that occurs outside of formal completion of education or training. In public health, the aim of CPD is to ensure that those who work in the field develop and maintain the necessary knowledge, skills and attributes to practise effectively and work toward improving the health of the population.

23. Any new learning which contributes to your personal development can be considered as CPD. CPD activities do not have to be formally accredited to be recognised as CPD. They can consist of meetings, courses, conferences, presentations, research, or other activity that contributes to professional knowledge and keeps you up to date with best practice. Individuals are encouraged to assess the content of potential CPD activities in relation to their own PDP and to make a judgement about how well they contribute to personal development.

### CPD requirements for re-registration

24. UKPHR defers to the Faculty of Public Health (FPH) to define what is appropriate CPD for public health professionals. At the core of the FPH's CPD programme are reflective notes. There are four elements of a reflective note:
  - a. Why did I choose this activity for my CPD? (Focuses on how the activity relates to your learning needs as identified through reflection on your practice and described in your PDP)
  - b. What new learning did I get from this activity or event? (Focuses on your thoughts at the time of the activity and critically analyses any new learning that took place)
  - c. How am I going to apply this learning in my work? (Focuses on the significance of what happened and why this may influence future learning or practice)

- d. What personal development needs have I identified (if any) and how do I take them forward? (Focuses on future actions and plans for further development, if necessary)

For further information and tips on writing effective reflective notes, please see the [Faculty guidance](#).

25. All practitioners must produce a **minimum of two reflective notes, although they should aim to complete three to six reflective notes**, each financial year. Each reflective note submitted will need to be linked explicitly to one or more PDP objective(s) within the reflective note. There is no requirement to record CPD points.
26. Some practitioners will be members of a formal CPD scheme, such as the FPH, the Chartered Institute of Environmental Health, or the General Pharmaceutical Council. It is not a requirement to be a member of one of these schemes, but if you are, we will accept evidence of completion of an approved scheme (ie a certificate) rather than ask for submission of individual reflective notes. The full list is [here](#).
27. If you are a member of a formal CPD scheme you may use their template; otherwise please use the UKPHR's standard template [here](#)
28. If you have been **away from work** for a considerable period during the 5-year registration period preceding re-registration, 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.
29. For those Practitioner registrants who are members of the FPH and use their CPD scheme, the FPH can grant an exemption of the annual requirement and we will accept their exemption- in which case a separate application to us is not required.

### Categories of CPD

30. It is important to ensure that balance of various activities is undertaken. Categories of CPD activities include (but are not limited to):
- Learning as part of your job
  - Group work, seminars and journal clubs
  - Conferences
  - Workshops and educational meetings
  - Formal courses
  - Private study and reading
  - Audit
  - Research
  - Organisational development activities
  - Inspection and review activities.

## APPROVAL OF RE-REGISTRATION APPLICATION

31. Once we have received your re-registration application in full, we will undertake checks to ensure you've met all of the requirements. This may take between 3 to 5 working days of receiving your application. We strongly recommend that you submit your re-registration application to us prior to your re-registration due date so that this can be processed in good time.

### Re-registration requirements- Summary

| REQUIREMENT                                       | SATISFIED BY                                                                                                                                                      |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Annual work-based appraisal                       | <b>Self-declaration PLUS</b> summary of latest work-based appraisal completed within 12 months preceding re-registration 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> completed at the time of re-registration                                                                                                  |
| CPD -                                             | <b>Production of a minimum of 2 CPD reflective notes</b> per financial year for the five-year registration period <b>or certificate from approved CPD scheme.</b> |

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