

November 2024

1st Edition

Policy: Practitioner Re-registration

Introduction

Registration with UKPHR is an assurance of competence in public health practice at the time of registration. Re-registration is a means of ensuring that practitioner 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**.

Re-registration 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: Re-registration standards

2. When Practitioner registrants re-register, they are demonstrating that they continue to meet the required standards. **The Good Public Health Practice Framework 2024** describes the required standards of practice for all registered public health professionals in the UK who work with populations rather than individuals. It aligns with the General Medical Council's (GMC) *Good Medical Practice* (GMP) and provides guidance for multidisciplinary public health practice. GMP 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 GMP but provides guidance on public health practice specifically.

Section 2: Re-registration requirements

3. UKPHR **Practitioner registrants** have to complete re-registration once every 5 years. The requirements of re-registration for Practitioner registrants are aligned as closely as possible to those of medical practitioners on the General Medical Council's (GMC) Public Health Specialist Register.
4. The mandatory elements of UKPHR's re-registration scheme are:
 - Appraisal
 - Personal Development Planning
 - Health and Conduct Declaration
 - Professional Indemnity
 - Continuing Professional Development
5. The requirements for each of the above elements are described in detail below.

APPRAISAL

6. Most practitioner registrants will engage with a work-based 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.
7. Practitioner registrants need to complete an annual work-based appraisal for their re-registration. This is normally arranged by the employer and must be signed off by a line manager or head of department/service. Practitioners who work as freelance or self-employed and do not have access to an appraisal via an employing organisation will need to instead **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 confirms that:
 - the registrant consistently maintains a commitment to making the health and protection of the public of prime concern
 - the registrant has maintained high standards of professional and personal conduct

- registrant has been honest and trustworthy in their practice and acted with integrity
 - the registrant has remained objective and impartial when practicing public health and acted with discretion
 - the registrant has adhered to principles of equality, diversity and inclusion.
 - the registrant has met their obligations in regard to CPD, PDP planning, registrant's personal health and professional indemnity cover.
12. Responsibility for ensuring that annual work appraisal is completed rests with the individual Practitioner registrant.
 13. Each appraisal discussion should refer to the newly updated standards of Good Public Health Practice (2024)
 14. The Practitioner registrant must complete the **self-declaration** and submit a **work-based appraisal** completed within 12 months preceding a re-registration due date.
 15. UKPHR reserves the right to request additional evidence associated with the work-based appraisal for quality assurance purposes.

HEALTH AND CONDUCT DECLARATIONS

16. 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 re-registration process.
17. Compliance is demonstrated by **self-declaration** on the form required by UKPHR.

PERSONAL DEVELOPMENT PLANNING

18. 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.
19. To achieve re-registration, Practitioner registrants must demonstrate that they have been **engaged in personal development planning during their time as a registrant**.
20. Compliance is demonstrated by **self-declaration** on the form required by UKPHR.

PROFESSIONAL INDEMNITY

21. 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.
22. Compliance is demonstrated by **self-declaration** on the form required by UKPHR.

CPD

23. UKPHR Practitioner registrants must complete CPD requirements which are based on the standard set by the Faculty of Public Health (FPH) for Continuing Professional Development (CPD). Practitioners are required to complete a **minimum of two reflective notes, although they should aim to complete three to 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. Practitioner registrants who participate in the FPH's or other [approved CPD scheme](#) may produce a **certificate** of compliance as sufficient evidence for their appraisal.
26. Practitioner who are part of other formal schemes approved by the FPH must complete the required CPD required by those schemes.
27. Compliance is demonstrated by **production of the completed reflective notes for the full five-year registration period** required by UKPHR.
28. A summary of UKPHR re-registration requirements is below:

REQUIREMENT	SATISFIED BY
Annual work-based appraisal	Self-declaration PLUS summary of latest work-based appraisal completed within 12 months preceding re-registration due date
Declaration of health and conduct	Self-declaration by answering in full the relevant questions in UKPHR's declaration form
Personal Development Planning	Self-declaration that this has been covered in appraisal, according to our requirements
Indemnity arrangements in place covering practice	Self-declaration completed at the time of re-registration
CPD	Production of a minimum of 2 CPD reflective notes per financial year for the five-year registration period or certificate of compliance from approved CPD scheme

29. ***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.***