

Pre-application assessment proforma: *Specialist Registration by Portfolio Assessment*

February 2025

SECTION 1 – Information

To be completed by UKPHR	
Applicant Name:	
Date pre-application initially submitted to UKPHR:	
Date complete pre-application received by UKPHR:	
Is this the first, second or third pre-application?	
6-week outcome deadline:	
Dates/deadlines for Registration Panel:	
Assessor/s Names	
Date pre-application assigned to assessors:	

To be completed by assessor/s	
Is this the individual or joint proforma:	
Date of assessment decision submitted to UKPHR:	
Name of assessor to present at the Registration Panel on above date:	

SECTION 2 – ELIGIBILITY CHECK (Completed by assessor/s)

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? <i>this can be within or outside of the UK</i>	<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 a FPH or FPH approved 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 		

2.5 Does the applicant use a full range of advanced public health skills working at a senior level to deliver population health in complex and unpredictable environments	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>	<ul style="list-style-type: none"> ✓ CV ✓ Reference section 3.2 ✓ Show How Matrix ✓ Pre-application section 7.1 		
	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>			
	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>			
2.6 Does the applicant demonstrate Strategic Leadership/ Collaborative Working for Health?	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?	<ul style="list-style-type: none"> ✓ Pre-application section 7.2 ✓ Reference section 3.5 		
	2.6b Is applicant able to support both staff and colleagues and is competent to manage staff including use of coaching or mentoring approaches			
2.7 Maintaining Public Trust, Safety and Quality		<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 Good Public health Practice ✓ Reference section 3.4 		
<p>2.8 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"> ✓ Pre-application form ✓ Matrices 		

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

3.1 Do you recommend that this pre-application meets the requirements to submit a full portfolio?

Yes* No

**If yes, please also complete Appendix 1*

3.2 Comments on the pre-application as a whole and any particular issues with its assessment. Please also include positive comments. We will use the information you provide here in the papers for the Registration Panel, and to inform the applicants' outcome letter.

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3.3 Please use the checklist below to identify issues with the application and your reasons for your decision, whether successful or unsuccessful- not all successful applications will be without issues and feedback is essential to help prepare for a full portfolio. Ensure to include sufficient information in the 'comment' column to form the basis of feedback to the applicant; the draft outcome letter will be shared with both assessors for final sign off. Unsuccessful applicants will be offered an online feedback meeting with their assessor(s).

Issue	Y/N	Comment
Were there general issues with the application e.g. poor reference, application not completed in line with guidance		
Was the level of working below what is expected of a newly appointed consultant?		
Were there Key Area competence gaps?		

Were qualifications and knowledge inappropriate?		
Were there significant gaps, unlikely to be fillable in 18 months?		
Was there a lack of demonstration of leadership and multi-agency working?		
Was there a lack of demonstration of management effectiveness?		

3.4 Was advice sought from a Moderator during the assessment process? What advice was sought and from whom? What advice was 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	Evidence	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>	CV	
<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>	Pre-application section 7.2.2 and reference section 3.5	
<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>	Reference sections 3.3 and 3.4	
Checklist for Knowledge and Learning Outcomes Key Area 9. Professional personal and ethical development		
<p>9.1 Keep professional knowledge and skills up to date, and participate in audit, regular appraisal and reflective learning</p>	Pre-application form section 6 Reference section 3.3	
<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>	Reference section 3.3 Pre-application section 6.1.2	

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 sections 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 Reference section 3.5	
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	