

**UKPHR Education and Standards Committee**

**Minutes of meeting on 08 October 2024**

Present		Apologies	
NAME	ORGANISATION	NAME	ORGANISATION
Ranjit Khutan Chair (RK)	UKPHR Board	Carol Stewart	UKPHR SRbPA Moderator
Jessica Lichtenstein (JL)	UKPHR CEO	Fiona Macdonald	Public Health Scotland
Ben Humphrey (BH)	UKPHR Board	Gill Jones	UKPHR Registrar
Jenny Douglas (JD)	UKPHR Board		
Marianne Coward (MC)	UKPHR Board		
David Evans (DE)	UKPHR Board		
Ellis Friedman (EF)	Faculty of Public Health		
Helen Jeffries (HJ)	Specialist Registration Officer, UKPHR		
Nicola Bengé (NB)	UKPHR Practitioner Moderator		
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. There were no declarations of interest.

Item 2 – Minutes of previous meeting

2. The minutes of the meeting held on 23 July 2024 were agreed as a true record.

Item 3 - Action Points and matters arising

3. There were no actions from the last meeting to discuss and no matters arising.

#### Item 4 – Specialist Registration by Portfolio Assessment (SRbPA) moderators report

4. JL presented the SRbPA moderators report in Carol's absence which outlined the activity of the moderators and said that there has been progress made in terms of the pre-applications received by UKPHR. The pre-application success rate has increased following detailed resources provided to applicants and this annual report would be included as an appendix with our main UKPHR annual report. HJ was invited to the meeting to answer any questions on the progress made thus far. The Committee were invited to provide their comments on the report.
5. The Committee felt that the report was very useful and clear. There was some discussion on the measures taken to reduce the number of pre-applications being rejected such as recommendations from the task and finish group to refine the criteria and guidance of the route. As well as this, local support programmes are being set up to support pre-applicants which anecdotally has resulted in increased success rates of pre-applications.
6. Following further discussion, the Committee was happy to note the progress made in this report.

#### Item 5 – Re-registration review

7. ZE presented the paper on the review of UKPHR's re-registration process for practitioner registrants to the Committee. The review consisted of 2 focus group sessions that were held in July with UKPHR practitioner registrants welcoming their feedback and comments on the process and suggested areas of improvement. ZE outlined the context of the review, summary of feedback and proposed changes to be made to the process. The proposed changes were as follows:
  - UKPHR to simplify the CPD requirement to a minimum of 2 reflective notes per financial year so that it is manageable for practitioners – allowing more flexibility in the type and amount of CPD required.
  - Removing the specialist counter signatory requirement and replacing this with a line manager or head of department/ service who can sign off the appraisal and PDP.
  - Drafting clear communication on the re-registration requirements with a clear policy and guidance and differentiating between annual renewal and re-registration.
8. In terms of the proposed changes, it was highlighted that UKPHR would need to ensure that the changes are described clearly so that it is not perceived to be a lowering of standards, in particular with the CPD requirement as this is the standard established for specialists for their revalidation and this is new for practitioners. For the counter signatory requirement, the purpose of this is to provide an independent testimonial that the practitioner continues to meet the standards outlined in Good Public Health Practice and UKPHR felt that this would be best coming from a person who worked closely with the practitioner. The Committee were invited to provide their comments on the suggested changes.
9. The Committee were happy with the proposed changes overall. There was some concern that the suggested minimum of 2 CPD reflective notes may be perceived to be lowering standards and not enough for practitioners to complete. Following discussion, it was agreed that a minimum of 2 reflective notes could be proposed with a preference to completing 3-6 reflective notes and a focus on development as a reflective practitioner as well as clarifying what CPD is in the guidance to practitioners. A helpful suggestion on improving communication was put forward about arranging an annual webinar for practitioners outlining the re-registration process and evidence required for the application to support practitioners in preparing for this.

10. The Committee were happy with the proposed changes with the addition of the suggestions to be taken to the Board in November.

Item 6 – Any other business

11. The Faculty of Public Health has launched the updated Good Public Health Practice, and a launch event was held to promote this work. UKPHR registrants have been communicated about this update.
12. There was a question raised about whether UKPHR would be working on updating the Public Health Practitioner standards and JL said that as the focus has been on revising Good Public Health Practice. However, this will be something that will be added to the operational plan to work on in the next 1-2 years. UKPHR will be reviewing its policies and standards and update anything that has been impacted by the updated version of Good Public Health Practice.
13. UKPHR held its annual conference for practitioner registrants this month and it was a successful turnout. There was positive feedback from attendees on the day and the workshop sessions were received positively. A question was raised about whether UKPHR could develop a support network for black public health practitioners. It was suggested to pose the question to the practitioner scheme coordinators about whether this would be possible. The evaluation of the conference would be taken to the Board but it was also suggested to share this with the Education & Standards Committee for their information.

Item 7 - Next meeting

14. **Tuesday 4<sup>th</sup> February 2025 at 14.30hrs** was proposed and agreed.