

March 2024

UKPHR Revalidation

Frequently Asked Questions for Registrants

Revalidation

How will I know when I am due for revalidation?

You can view your revalidation date on your dashboard when you log in to your registrant's portal.

To provide you sufficient time to prepare for your revalidation, an email notification will be sent to you six months prior to your revalidation due date. This will be sent to the default email address we have for you.

Until we have received your revalidation application in full, you will receive automated reminders via email.

In order to ensure you receive information on your revalidation in good time, please ensure the contact details we have for you are kept up to date.

Where can I find the requirements for my revalidation?

If you are registered as a Specialist, UKPHR's [website](#) contains a section on revalidation which you can access from the "Registration" heading on the home page. Here, you will be able to access the policy and guidance which includes the list of requirements for revalidation and the list of approved Multi-Source Feedback tools for revalidation.

You will also be able to access the appraisal declaration form if you currently conduct your appraisal outside of the main systems (SARD/SOAR/MARS) as well as the reference form completed by your referee to submit alongside your revalidation application.

Currently, revalidation for practitioner registrants has not been implemented and the current arrangements for re-registration still apply.

Is there any supporting information available to help me prepare for my revalidation?

Yes, we have published our policy and guidance on revalidation for Specialists which includes further information on each element of revalidation. This can be accessed [here](#).

Professional Appraisal

What is the professional appraisal requirement?

For Specialist registrants, we require you to declare that you have been engaged in annual professional appraisal for the past five years of your registration cycle. This is excluding the year that professional appraisals were suspended due to the COVID-19 pandemic.

Additionally, we require you to send us a summary of the annual professional appraisal conducted within 12 months immediately preceding your revalidation due date. For those who undertake their appraisal outside of the main appraisal systems (SARD/SOAR/MARS), we instead require you to provide us with a completed appraisal declaration form completed by your appraiser. You can find a template of this appraiser declaration form on our website [here](#).

What kind of evidence does UKPHR require for the professional appraisal for my revalidation?

At the time of revalidation, we will just require one copy of the summary of your latest professional appraisal completed and signed off within 12 months immediately preceding your revalidation due date.

If you are registered on SARD for your professional appraisals, we do encourage you to download the summarised version of your professional appraisal document. This is available to download as a PDF from your SARD account.

If you are registered on the SOAR professional appraisal platform operated by Public Health Scotland, you can provide a downloaded copy of the completed Form 4 summary to upload in the professional appraisal section of the revalidation module.

If you are registered on the MARS professional appraisal platform operated by Public Health Wales, you will just need to provide the agreed appraisal summary document as evidence of your professional appraisal for your revalidation.

If you undertake your appraisal outside of the main appraisal systems (SARD/SOAR/MARS), we instead require you to provide us with a completed appraisal declaration form completed by your appraiser. You can find a template of this appraiser declaration form on our website [here](#).

I haven't undergone a professional appraisal since I first registered, what do I do?

The requirement for annual professional appraisal for specialist registrants will be effective from the time you have first registered with us. This means that you will be expected to have engaged in annual professional appraisal before the end of each financial year and will have completed five professional appraisals when you are due to revalidate.

If you have not completed a professional appraisal due to reasons such as parental leave or other extenuating circumstances, you can apply to be exempt from the responsibility of completing a professional appraisal. You can find more information [here](#) on our exemption policy.

I am eligible for a professional appraisal with UKHSA and this is my first time using SARD. Where can I access support in using the professional appraisal system?

SARD has a plethora of useful resources available on its website ranging from videos, briefings as well as guidance on how to prepare your professional appraisal ahead of your appraisal meeting. If you have a specific query relating to your professional appraisal or how to use SARD, there is an online live support facility available which is very responsive at answering queries during office hours.

You can easily access the online live support facility as well as the range of resources provided when you log on to your SARD account for your professional appraisal.

What happens if I miss a professional appraisal as a result of parental leave, long term sickness or deployment?

If you miss a professional appraisal due to maternity leave, long term sickness or deployment, you will need to notify us at your earliest convenience. As our revalidation scheme does not have a Responsible Officer, you would need to apply request an exemption from the professional appraisal responsibility due to your circumstances. The request for an exemption will be considered by our Registrar. You can find more information [here](#) on our exemption policy.

If the Registrar approves your exemption request for an approved missed appraisal and if you are registered on SARD for your professional appraisals, an exemption will be added to the relevant professional appraisal on your SARD account, and we will then notify your regional lead who is responsible for the appraiser allocations to allocate your assigned appraiser to someone else. A record of the exemption will also be located in your registrant record online.

For specialists who are using the professional appraisal systems offered by Public Health Scotland and Public Health Wales, you will need to notify the system operator in Scotland or Wales as appropriate of your approved missed appraisal so they can make the necessary arrangements in allocating your assigned appraiser to someone else. The difference in Scotland and Wales is that UKPHR does not have direct access to the system (unlike in England, where UKPHR is a SARD operator), which is why you must make the contact yourself.

If you are making alternative arrangements to undertake your appraisal, you will need to notify us so we can send you the application form to apply for an approved missed appraisal. If the Registrar approves this request, a note will be added on your UKPHR account of the exemption.

I am self-employed and do not have arrangements in place for my professional appraisal, what do I do?

Registrants who are self-employed or otherwise do not have an employer or organisation who is able to arrange their professional appraisal annually, must make their own arrangement for professional appraisal to satisfy our requirement.

We appreciate that this may cause you to incur financial costs but annual professional appraisal is a necessary requirement for your revalidation to satisfy us that you have maintained your competence since you registered as well as worked to improve your quality of service and practice.

Registrants can approach the Faculty of Public Health to access a professional appraisal, however we are aware this will incur a fee. Alternatively, they can approach their employer to discuss accessing a professional appraisal or supporting them financially to undertake a professional appraisal.

Continuing Professional Development (CPD)

What type of evidence is acceptable in demonstrating my Continuing Professional Development?

For Specialist registrants, you must meet UKPHR's standard which is the standard published by the Faculty of Public Health. This is a minimum of three, and a maximum of six reflective notes each financial year. Each reflective note submitted will need to be linked to one or more PDP objective(s). There is no longer any requirement to record CPD points.

You may use the Faculty's CPD scheme, or one of the Faculty's approved alternatives- the full list is available [here](#) and includes those administered by the Chartered Institute of Environmental Health (CIEH) and the General Pharmaceutical Council (GPhC).

If you engage with the Faculty's CPD scheme, it is your responsibility to obtain the relevant certificates from the Faculty. You will be required to provide evidence of your CPD for your professional appraisal and self-declare that you have engaged in the appropriate amount of CPD at the time of revalidation.

If you do not use the Faculty of Public Health's CPD online diary, you must produce your own CPD reflective notes for the years following April 2022. Any CPD collated for the financial years prior to April 2022, you will be required to produce your log of entries and self-declare your CPD compliance for your revalidation.

Does UKPHR recognise other CPD schemes alternative to the Faculty of Public Health's CPD scheme?

UKPHR adopts the Faculty's CPD standard or an alternative professional equivalent for all specialists. The Faculty itself accepts alternative professional equivalents for

CPD to exempt members from completing their own CPD return and therefore, UKPHR would adopt the same professional equivalent CPD schemes.

The Faculty maintains a [list](#) of alternative CPD schemes that are accepted for exemption purposes. Therefore, when you are due for revalidation, you will be required to self-declare your compliance with the CPD requirement provided you are participating in a professionally equivalent CPD scheme accepted by the Faculty of Public Health.

I completed my CCT with the Faculty of Public Health part way through the financial year and was told to collate evidence of CPD from the following financial year. Is there any specific evidence required by UKPHR to demonstrate this at the time of revalidation?

We understand a lot of registered specialists who completed their CCT with the Faculty of Public Health part way through the financial year will have been advised to start collating their CPD from the following financial year. Therefore, they will have received their first certificate for their CPD return for the following financial year.

When you are completing your revalidation application, you will not be required to submit documentary evidence to us but instead will be asked to self-declare your engagement and compliance with the CPD requirement for the five years of your registration cycle. We will accept the Faculty's decision in allowing you to collate your CPD from the following financial year.

Colleague Feedback

What time frame is acceptable for a 360 multi-source feedback tool to be utilised for my revalidation? And how many multi-source feedback tools are required for my revalidation?

For the purposes of revalidation, you will be required to provide supporting information of quality of service. Your professional appraisal will produce some illustrative and confirmatory information which will demonstrate how you are showing that you are meeting the professional values set out in Good Medical Practice and/or Good Public Health Practice.

This information will most likely include a multi-source feedback and may be framed within a recognised multi-source feedback tool.

You will be expected to complete one multi-source feedback that has been approved by UKPHR in every five-year registration cycle. Your multi-source feedback will need to be completed within the five years of your revalidation date.

Which 360 multi-source feedback tools do you accept for revalidation?

Currently, we have approved the following multi-source feedback tools for use by UKPHR specialists for their revalidation. You can find the full list [here](#) which is regularly updated.

When is it recommended to complete a 360-feedback report for my upcoming revalidation?

We strongly recommend starting your 360-feedback process as soon as you receive your 6-month notice informing you of your revalidation, if you have not already started it by then. This is because we understand it can take a few weeks to complete the entire process from identifying raters, requesting feedback and receiving the finalised feedback report. You will also need to evidence this in your pre-revalidation appraisal so it is advisable to complete this ahead of your scheduled appraisal so you can provide the report in your appraisal documentation.

Ideally, you should plan to conduct the 360-feedback report in advance of your pre-revalidation professional appraisal and revalidation due date to provide you with enough time to complete the process.

I do not use a 360 multi-source feedback tool, is there an alternative option available?

If you do not have access to a 360 multi-source feedback tool, you can provide feedback as an alternative for the Supporting Information element of your revalidation.

For Specialists, you will be required to produce:

- Feedback from two professional colleagues
- Feedback from two other professionals who have experience of your public health practice
- Feedback from two managers or one commissioner of your services
- Feedback from one recipient of a service you have been responsible for delivering
- Your review of complaints, comments and compliments received within the preceding 5 years relevant to your public health practice
- Your reflective accounts reflecting on the evidence from the above categories and on the previous 5 yearly appraisals.

Where can I access the templates to be used for the Colleague Feedback?

For a Specialist, we are expecting you to use a multi-source feedback tool to fulfil the colleague feedback element of revalidation. However, if you are experiencing difficulty accessing a multi-source feedback tool, you can supply feedback to us

using the templates we have provided. You will be required to seek the Registrar's permission before using the templates.

Confirmation of Compliance

Why do I need to supply a completed reference form for my revalidation?

As UKPHR's register is non-statutory, we do not have the benefit of the Responsible Officer system that Parliament granted the General Medical Council (GMC). We therefore propose that we will check your revalidation application ourselves but crucially we will seek the assistance of the referee in making a judgement that your revalidation evidence is satisfactory.

Who can act as my referee for my revalidation?

Your referee must be your line manager. If you do not have a line manager, then it must be completed by your most recent professional appraiser.

Your referee will need to be able to provide confirmation that you have complied with the following revalidation requirements:

- You have actively taken steps to maintain and enhance skills and knowledge during the preceding 5 years of your registration.
- You have positively engaged in assessing and taking part in opportunities for CPD.
- You continuously reflect the values outlined in Good Public Health Practice.

The reference form must be completed and provided to us at the time of revalidation along with your application. You can find the template to the reference form on our [website](#) for your referee to complete. You will then need to upload this back into your application at the time of revalidation.

What happens to my application once you have received the completed reference from my referee?

When you have completed and submitted your revalidation application and provided your completed reference to us, your application will be checked and once satisfactory, this is then processed and taken to the next available Registration Approvals Committee. The Committee meet once every month to consider new applications for registration as well as applications for revalidation.

Please note, if your application is taken to an Approvals Committee which is after your revalidation is due, this will not affect your registration and your status on the register will remain current as we will have received your completed application in full.

Submitting your application to UKPHR

How do I submit my application for revalidation to UKPHR?

Once you have all the documents required for your revalidation, you will then submit your application online via your registrant portal.

If you are not able to access your registrant portal, please email register@ukphr.org and we can arrange for your login details to be reset for you.

When does UKPHR require my completed application for revalidation?

The revalidation module is assigned to your UKPHR registrant portal six months prior to your revalidation due date. If you have all the information ready to upload in the revalidation module, you can do this as soon as the module is assigned to you. However, you do have six months to complete your application and submit this to us.

To allow sufficient time for us to process your application, we do suggest avoiding submitting your revalidation application too close to the deadline as this will not provide enough time for us to contact you should we require clarification on your application.

Can my revalidation be deferred if I am unable to meet all UKPHR's deadlines on time?

The Registrar has the power to defer a registrant's revalidation in circumstances defined by the deferral policy. You can find more information on the deferral policy [here](#).

I am having difficulty uploading my MARS appraisal document to my revalidation application. What should I do?

We are aware that some registrants using the **MARS appraisal document in Wales** may experience difficulties uploading the completed PDF to their UKPHR revalidation application. This can occur because of the font used within the MARS template. If your MARS appraisal PDF will not upload, please try the following workaround:

1. Open a new **Microsoft Word** document.
2. Insert/embed your completed **MARS appraisal PDF** into the Word document.
3. Save the Word document.
4. Upload the **Word document** to your revalidation application instead of the PDF.

UKPHR will still be able to access the embedded MARS appraisal document when reviewing your application. If you continue to experience difficulties after trying this, please contact UKPHR for further assistance.

Who can I contact if I have any queries related to my revalidation?

If you have any queries related to your revalidation, you can contact Zaira Ejaz who is the Revalidation and Registration Services Officer at UKPHR. Zaira will be able to help answer any queries you may have related to your revalidation and her email address is z.ejaz@ukphr.org

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