

DEFINED SPECIALIST ASSESSMENT PROFORMA

FOR COMPLETION BY APPLICANT

Name:	
Current/Most Recent Post:	
Competencies claimed at higher level (use codes, e.g. SH1.1):	
Total number of points claimed:	

N.B. TO APPLICANTS: Please send a copy of your blank assessment proforma to register@ukphr.org and retain a copy for your own records. You will be required to update the evidence column within the main bulk of the assessment proforma and email to the address above when submitting any subsequent clarifications/resubmissions.

FOR COMPLETION BY OFFICE – INITIAL CHECKS

DATE PORTFOLIO RECEIVED:

DATE ALLOCATED FOR ASSESSMENT:

	Y/N	Action required	Final action + date
Points total 32			
Reference			
Testimonial			
Application form			
Assessment fee			
Electronic proforma			
Arrangements for CPD			
Other: specify			

Date:

Initials:

FOR COMPLETION BY ASSESSORS

ASSESSMENT RECORD

Role	Name	1 st Assessment			2 nd Assessment		3 rd Assessment		4 th Assessment	
		Portfolio Received	Individual Proforma Returned	Joint Proforma Returned	Papers Received	Joint Proforma Returned	Papers Received	Joint Proforma Returned	Papers Received	Joint Proforma Returned
Lead Assessor										
2nd Assessor										
Moderator*										
Alternate Assessor*										

* as required

1st Assessment

Date:

Proforma completed by: **Joint**

Lead assessor

2nd assessor

Overview

Comments on the portfolio as a whole, and any particular issues with its assessment.

[insert total] points achieved	Higher Claims:		
	Acceptance recommended	Clarification recommended	Resubmission recommended
Shows How (Higher)			
Shows How (Generalist)			
Knows How			
EMS			

2nd Assessment

Date:

Proforma completed by: **Joint**

Overview Comments on the portfolio as a whole, and any particular issues with its assessment.			
[insert total] points achieved	Higher Claims:		
	Acceptance recommended	Clarification recommended	Resubmission recommended
Shows How (Higher)			
Shows How (Generalist)			
Knows How			
EMS			

3rd Assessment [this section can be copied and pasted below if more than three assessments are required]

Date:

Proforma completed by: **Joint**

Overview Comments on the portfolio as a whole, and any particular issues with its assessment.			
[insert total] points achieved	Higher Claims:		
	Acceptance recommended	Clarification recommended	Resubmission recommended
Shows How (Higher)			
Shows How (Generalist)			
Knows How			
EMS			

FOR COMPLETION BY OFFICE

PRESENTATIONS TO THE REGISTRATION PANEL

Date	Outcome	Letter to Applicant Date	Telephone Call Date	Telephone Call by whom

CLARIFICATIONS AND RESUBMISSIONS RECORD

RP Date	Clarifications Deadline	Extension Approved Until	Clarifications Received	Resubmissions Deadline	Extension Approved Until	Resubmissions Received

NOTES FOR ASSESSORS ON COMPLETING THE PROFORMA

GENERAL

- For the first assessment of a portfolio, each assessor completes a proforma individually and submits a copy to the UKPHR office. After discussion between the assessors, the Lead Assessor collates a separate proforma documenting the jointly agreed outcomes and recommendations; this is used to inform the Registration Panel discussion.
- For subsequent assessments, both assessors will be emailed a copy of the previous joint proforma with an updated evidence column, which can be updated as shown below. The similar process will apply, whereby each assessor completes a proforma individually and submits a copy to the UKPHR office. After discussion between the assessors, the Lead Assessor collates the joint subsequent assessment proforma documenting the jointly agreed outcomes and recommendations; this is used to inform the Registration Panel discussion.
- Where a key area or competency is being reassessed, the previous entry should not be deleted; the updated assessment can be added in below it (the table will expand accordingly). For example:

PREVENTION AND SCREENING		EVIDENCE (Applicant to complete)	Assessor's Comments	Adequate	Clarify	Resubmit
KH12	The principles, methods, application and effectiveness of screening for early detection, prevention and control of disease	KH12.1 Course Outline	The evidence provided does not confirm that all aspects of this key area were covered.		09.10.17	
		KH12.2 Curriculum details KH12.2 Reflective Note	Dec 2017 Applicant has now provided full details of the curriculum together with a reflective note to document her learning.	06.12.17		

- Please give reasons for your decisions in the “assessor’s comments” column. It is important to be specific as to why the evidence was sufficient or not for the claim to be accepted or not (also see Higher claims below). **For each higher level claim accepted, please state which higher level criteria is achieved within the “assessor comments” column.** However, these comments also form the basis of feedback to the applicant where clarification or resubmission is required, so should not be overly detailed or prescriptive.
- It is **good practice to password completed proforma** before sharing them between assessors/forwarding them to the UKPHR office (passwords should be sent in a separate email).

ASSESSMENT OF HIGHER LEVEL CLAIMS

[Extract from UKPHR Guidance for Assessors, Section 8.4]

To be as certain as possible that applicants have the capability of working at consultant level, assessors should satisfy themselves that supplementary criterion 1 below and/or a combination of criteria 2-4 below are met by the evidence. Assessment proforma should include a short commentary on the way in which the evidence in the portfolio meets or fails which of these criteria. The Registration Panel use these criteria when discussing the assessors' recommendations with the lead assessor at the meeting.

N.B. Applicants do not need to meet all of these criteria – this will depend on the balance between depth (e.g. provision of highly expert advice) and breadth (e.g. wide geographical coverage, organisational complexity) in the evidence submitted.

1. Providing and being recognised for highly specialised expert advice and professional support to others, reflecting advanced theoretical and practical knowledge, in your area of higher level practice
2. Proactively driving forward and initiating action in complex situations, services or functions in your area of higher level practice, requiring analysis and comparison of a range of options, and overt integration of theory, evidence and practice
3. Taking a high degree of independent responsibility and decision-making for complex programmes and/or partnerships in your area of higher level practice, from identification and development to implementation, delivery and evaluation
4. Formulation of both short-term and long-term strategic plans within your area of higher level practice, involving uncertainty and with considerable breadth (e.g. across organisational boundaries, within a complex and changing strategic environment) or depth/complexity (e.g. a specialised function) of scope as appropriate

The following criteria may also be useful in judging whether or not evidence is at a higher level, although in and of themselves they may not discriminate adequately between generalist and higher levels, as one or more of them can also be expected of generalist level evidence.

5. Providing and receiving highly complex, sensitive or contentious information in a hostile, antagonistic or highly emotive atmosphere
6. Providing strategic direction to others
7. Management of substantial budgets and/or staff and/or networks with multiple partners

KNOWS HOW EVIDENCE

ASSESSMENT OF HEALTH AND WELLBEING (relates to SH Core 1)		EVIDENCE (Applicant to complete)	Assessor's Comments	Adequate	Clarify	Resubmit
KH1	Knowledge and understanding of monitoring systems and trend data analysis					
KH2	Access and use of a range of data to describe the health of the population, including familiarity with methods of measuring morbidity and mortality, the burden of disease and health status					
KH3	The strengths, uses, interpretation and limitations of different types of data relating to health					

DETERMINANTS OF HEALTH (relates to SH Core 2)		EVIDENCE (Applicant to complete)	Assessor's Comments	Adequate	Clarify	Resubmit
KH4	The links between social, economic, biological and environmental determinants of health and health needs, and assessment of their relative importance in terms of avoidable, relative and absolute risk					
KH5	Assessment of health inequalities including use of social deprivation indices					

METHODOLOGIES AND STATISTICS (relates to SH Core 1)		EVIDENCE (Applicant to complete)	Assessor's Comments	Adequate	Clarify	Resubmit
KH6	The use of statistics and statistical methods to assess and describe population health and health inequalities					
KH7	The strengths and weaknesses of quantitative and qualitative methodologies to describe the public health needs of a population					
KH8	Analysis of data on a small area basis and understanding of the limitations of the analysis					

HEALTH PROMOTION		EVIDENCE (Applicant to complete)	Assessor's Comments	Adequate	Clarify	Resubmit
KH9	Theoretical models and principles of health promotion practice and their application to public health					
KH10	How strategies for promoting health and wellbeing may contribute to reducing inequalities and achieving longer-term equity					
KH11	The principles of change management and organisational development					

PREVENTION AND SCREENING		EVIDENCE (Applicant to complete)	Assessor's Comments	Adequate	Clarify	Resubmit
KH12	The principles, methods, application and effectiveness of screening for early detection, prevention and control of disease					
KH13	The principles of primary, secondary and tertiary prevention programmes					
KH14	The role and principles behind vaccination and immunisation in prevention of disease					

HEALTH PROTECTION		EVIDENCE (Applicant to complete)	Assessor's Comments	Adequate	Clarify	Resubmit
KH15	An overall understanding of the roles in, and functions of, local health protection arrangements					
KH16	The nature, causes and occurrence of major communicable and non-communicable disease					
KH17	The principles of the modes of transmission, latency, incubation periods, exposure, herd and individual immunity					
KH18	Management of an outbreak					

HEALTH PROTECTION		EVIDENCE (Applicant to complete)	Assessor's Comments	Adequate	Clarify	Resubmit
KH19	The principles of assessing, investigating and communicating risks to health and wellbeing including long-term exposure to non-infectious environmental hazards					
KH20	The principles of the public health aspects of emergency planning and managing environmental/chemical and radiological incidents including the roles and legal responsibilities of people and organisations involved in protecting the population's health and wellbeing					
KH21	The law relating to public health protection					

USE OF MEDIA		EVIDENCE (Applicant to complete)	Assessor's Comments	Adequate	Clarify	Resubmit
KH22	The principles of, preparation for, and effective delivery of messages through the media					

DEVELOPING QUALITY AND RISK MANAGEMENT WITHIN AN EVALUATIVE CULTURE (relates to SH Core 2)		EVIDENCE (Applicant to complete)	Assessor's Comments	Adequate	Clarify	Resubmit
KH23	Critical appraisal of the quality of primary and secondary research and knowledge of the hierarchy of evidence					
KH24	Assessment of evidence of effectiveness of services, programmes and interventions, which impact on health					
KH25	The different ways of assessing outcomes from a range of perspectives, e.g. patient satisfaction, qualitative outcomes, patient acceptability, quality of life					
KH26	The principles and methods of evaluation, audit, research, development and standard setting as applied to improving quality					

COLLABORATIVE WORKING FOR HEALTH (relates to SH Core 4)		EVIDENCE (Applicant to complete)	Assessor's Comments	Adequate	Clarify	Resubmit
KH27	The principles and methods of partnership working and the benefits which collaboration can bring to the health and wellbeing of the population					
KH28	Awareness of how different organisational cultures can influence outcomes of collaborative work					

COLLABORATIVE WORKING FOR HEALTH (relates to SH Core 4)		EVIDENCE (Applicant to complete)	Assessor's Comments	Adequate	Clarify	Resubmit
KH29	The roles different organisations, agencies, individuals and professionals play and the influence they may have on health and health inequalities					
KH30	How to influence, negotiate, facilitate and manage in a multi-agency environment to bring about change					

DEVELOPING HEALTH PROGRAMMES AND SERVICES AND REDUCING INEQUALITIES		EVIDENCE (Applicant to complete)	Assessor's Comments	Adequate	Clarify	Resubmit
KH31	Inequalities in the distribution of health and health care					
KH32	The principles of ethical decision making in the context of clinical and cost effectiveness					
KH33	The appropriate use of performance indicators and monitoring information					
KH34	Project planning and project management					

POLICY AND STRATEGY DEVELOPMENT AND IMPLEMENTATION (relates to SH Core 3)		EVIDENCE (Applicant to complete)	Assessor's Comments	Adequate	Clarify	Resubmit
KH35	The importance and impact of public health policy and legislation on health at individual, local, national and global levels					
KH36	Different tools and methods to assess impact on health					

WORKING WITH AND FOR COMMUNITIES		EVIDENCE (Applicant to complete)	Assessor's Comments	Adequate	Clarify	Resubmit
KH37	The principles of, and strategies for, community development including capacity building and concepts of social capital					
KH38	Methods of listening to and involving the public and communities in improving health and reducing inequalities					
KH39	The role of social, cultural and psychological factors in different perceptions of health and illness					
KH40	Assessing the impact of a community empowerment strategy using a range of outcome measures					

STRATEGIC LEADERSHIP FOR HEALTH (relates to SH Core 4)		EVIDENCE (Applicant to complete)	Assessor's Comments	Adequate	Clarify	Resubmit
KH41	Difference models of leadership and their appropriate application in different contexts					
KH42	Ways in which individuals and teams learn and the benefits and disadvantages of different approaches					
KH43	Up-to-date knowledge of public health issues, organisational structures and changes, and funding mechanisms					

RESEARCH AND DEVELOPMENT		EVIDENCE (Applicant to complete)	Assessor's Comments	Adequate	Clarify	Resubmit
KH44	Different research methods and their appropriate application for understanding public health issues					
KH45	Identification of the important and answerable research questions that bear on a complex public health problem					
KH46	The role and importance of research in public health					

ETHICALLY MANAGING SELF, PEOPLE AND RESOURCES TO IMPROVE HEALTH		EVIDENCE (Applicant to complete)	Assessor's Comments	Adequate	Clarify	Resubmit
KH47	Ethical and legal issues surrounding confidentiality and data protection information					
KH48	The principles of budget management and financial probity					
KH49	The principles of good employment practice, including fair and effective recruitment					
KH50	The principles and relevance of managements skills					
KH51	The importance of critical reflective practice					

SHOWS HOW – CORE AREAS

CORE AREA 1 SURVEILLANCE AND ASSESSMENT OF THE POPULATION'S HEALTH AND WELLBEING		EVIDENCE (Applicant to complete)	Assessor's Comments	Adequate	Clarify	Resubmit
SH1.1	Assess and describe the health needs of a defined population using methods of measuring, analysing and interpreting health status, e.g. mortality, morbidity and subjective health status					
SH1.2	Analyse data taking into account demographic and other differences between groups being compared using appropriate statistical or qualitative techniques					
SH1.3	Accurately describe and clearly communicate findings to others and translate into appropriate recommendations for action					

CORE AREA 2 ASSESSING THE EVIDENCE OF EFFECTIVENESS OF HEALTH AND HEALTHCARE INTERVENTIONS, PROGRAMMES AND SERVICES		EVIDENCE (Applicant to complete)	Assessor's Comments	Adequate	Clarify	Resubmit
SH2.1	Conduct a literature review, which includes the use of electronic databases, defining a search strategy and summarising results					

CORE AREA 2 ASSESSING THE EVIDENCE OF EFFECTIVENESS OF HEALTH AND HEALTHCARE INTERVENTIONS, PROGRAMMES AND SERVICES		EVIDENCE (Applicant to complete)	Assessor's Comments	Adequate	Clarify	Resubmit
SH2.2	Apply research evidence, evidence of effectiveness, outcome measures, evaluation and audit to influence programme interventions, services or development of clinical or practice/health guidelines and protocols					
SH2.3	Interpret and balance evidence of effectiveness from a range of sources to inform decision making					

CORE AREA 3 POLICY AND STRATEGY DEVELOPMENT AND IMPLEMENTATION		EVIDENCE (Applicant to complete)	Assessor's Comments	Adequate	Clarify	Resubmit
SH3.1	Interpret and apply national policy or strategy at local, regional, or national levels OR influence or develop policy or strategy at national or regional levels					
SH3.2	Use appropriate methods and tools to assess the impact or potential impact of policy on health at local, regional or national levels					

CORE AREA 4 LEADERSHIP AND COLLABORATIVE WORKING FOR HEALTH		EVIDENCE (Applicant to complete)	Assessor's Comments	Adequate	Clarify	Resubmit
SH4.1	Lead or play a key role in a multi-agency group to influence the public's health					
SH4.2	Define, recruit and engage relevant stakeholders					
SH4.3	Use negotiation, influencing, facilitation and management skills successfully within a multi-agency arena taking into account different organisational cultures					
SH4.4	Engage and lead a team effectively					
SH4.5	Adopt different leadership styles according to different settings and circumstances					
SH4.6	Prepare and deliver appropriate written and verbal presentations to a range of different audiences and for a range of purposes					
SH4.7	Demonstrate effective use of media for public health					
SH4.8	Manage a project to successful completion within available resources and timescales					

SHOWS HOW - NON-CORE COMPETENCIES

COMPETENCY		EVIDENCE (Applicant to complete)	Assessor's Comments	Adequate	Clarify	Resubmit
SHA	Apply health promotion theories to public health programmes					
SHB	Developing and implementing programmes to enable people to change their knowledge, attitudes and behaviour concerning health choices, taking account of the context in which target behaviours are performed, or planning or commissioning or evaluating such programmes					
SHC	Apply principles of change management and organisational development to improve health/service delivery or public health programmes					
SHD	Use of a range of community involvement methods in needs assessment, planning, development, implementation or evaluation of services, programmes and interventions					
SHE	Supporting communities in the articulation of their own health concerns and prioritising these into an agenda for action					
SHF	Acting as an advocate for the public's health and articulation of the needs of vulnerable groups					

COMPETENCY		EVIDENCE (Applicant to complete)	Assessor's Comments	Adequate	Clarify	Resubmit
SHG	Advise on different aspects of screening and immunisation programmes					
SHH	Contribute to the management of an outbreak					
SHI	Participate in actual or simulated chemical, radiological or other major incident					
SHJ	Deal with the public health consequences of single cases of communicable disease					
SHK	Communicate advice on threats to health to a wide audience					
SHL	Development, implementation and monitoring of a health or public health programme which is informed by consideration of health inequalities					
SHM	Development of pragmatism and political ability when informing prioritisation, resource allocation and rationing decisions in health and other service delivery					
SHN	The application of research methods and research rigour to research or other work					
SHO	Determination of priorities for research and development areas					

COMPETENCY		EVIDENCE (Applicant to complete)	Assessor's Comments	Adequate	Clarify	Resubmit
SHP	Turning a complex public health problem into an answerable research question					
SHQ	Selection and setting up of key information tools, methodologies and systems to answer complex public health epidemiological questions and issues					
SHR	Teaching and training including planning or commissioning or undertaking quality assurance of education and training schemes or programmes; teaching based on own programme development work					

ETHICAL MANAGEMENT OF SELF (EMS)		EVIDENCE (Applicant to complete)	Assessor's Comments	Adequate	Clarify	Resubmit
EMS1	Manage own time and workload					
EMS2	Act as an effective team or committee member					
EMS3	Budget or resource management					
EMS4	Supervision and/or recruitment of staff					

ETHICAL MANAGEMENT OF SELF (EMS)		EVIDENCE (Applicant to complete)	Assessor's Comments	Adequate	Clarify	Resubmit
EMS5	Reflective learning e.g. through CPD and personal development plan					