

December 2018

## UKPHR Revalidation

### Frequently Asked Questions for Registrants

#### **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, we will send you an email notification 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 or Practitioner, 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 as well as further information on the scheme.

#### **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 and Practitioners which includes further information on each element of revalidation. This can be accessed [here](#).

#### **What is the professional appraisal requirement?**

For Specialist registrants, we require you to declare that you have been engaged in annual professional appraisal during your time as a registrant. The requirement is not retrospective, which means that the requirement for annual appraisal starts from when we introduce our revalidation scheme.

Additionally, we require you to send us the annual professional appraisal conducted within 12 months immediately preceding your revalidation due date. This must also be accompanied by a reflective note of your experience of the most recent professional appraisal.

The reflective note must be completed using the template provided and this will be available under the “Professional Appraisal” section in your revalidation online module.

For Practitioner registrants, we require you to undertake one professional appraisal within 12 months before your revalidation due date. We require you to send us the professional appraisal conducted within 12 months immediately preceding your revalidation due date.

### **I haven’t undergone a professional appraisal since I first registered, what do I do?**

The requirement for professional appraisal (annual professional appraisal for specialist registrants and one in five years for practitioner registrants) will be effective from the start of our revalidation scheme and will not apply retrospectively. This means that you will only need to satisfy our requirements in relation to professional appraisal from the start date.

Registrants will only need to declare that you have undertaken annual professional appraisal from the date our revalidation scheme starts.

### **I am eligible for a professional appraisal with PHE 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 maternity 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 to our Registrar for permission to miss an appraisal due to your circumstances.

If the Registrar approves your 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.

For specialists who are using the professional appraisal systems offered by National 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.

### **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 your professional appraisal annually, must make your own arrangement for professional appraisal in order 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.

A professional appraisal must be carried out by an appraiser who has been trained to conduct professional appraisal of public health professionals.

### **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 of 50 credits of CPD each year. Each credit must be supported by a reflective note and at least 25 credits must be linked to your PDP. A maximum of 5 credits can be claimed in relation to any one reflective note.

If you use the Faculty of Public Health's CPD online diary, we will be happy to accept the Faculty's certificates of compliance as sufficient evidence. You will need to produce the Faculty's annual certificates to us in support of your revalidation.

If you do not use the Faculty of Public Health's CPD online diary, you must produce your full CPD log covering the 5-year period up to your revalidation and your reflective notes as evidence of compliance.

If you participate in a CPD scheme other than the Faculty of Public Health such as those operated for specialists by the Chartered Institute of Environmental Health or

General Pharmaceutical Council, we will accept the CPD confirmation from other regulators provided this has been accepted by the Faculty as an alternative professional equivalent CPD scheme.

For Practitioner registrants, you will need to meet UKPHR's standard of a minimum of 15 CPD credits per year with reflective comments for each CPD activity, a total of 75 hours of CPD credits over a 5-year cycle. Of the minimum 75 hours, it is expected that at least 25 hours will relate to the UKPHR four areas or practice and half should relate to your Personal Development Plan.

The Faculty of Public Health has developed a practitioner category of Faculty membership which does enable you to use the Faculty's CPD online diary as a member if you wish. If you use the Faculty's CPD online diary, including the Faculty's auditing, you may produce the Faculty's certificates of compliance as sufficient evidence for the 5-year period up till your revalidation. If you do not use the Faculty's CPD online diary, you must produce your full CPD log covering the 5-year period up to your revalidation and your reflective notes as evidence of compliance.

You can find further information on our CPD policy for practitioners [here](#).

### **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 and asked to submit evidence for CPD, we will accept evidence of your satisfactory participation in a professionally equivalent CPD scheme accepted by the Faculty of Public Health.

### **What time frame is acceptable for a Multi-Source feedback tool to be utilised for my revalidation? OR 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 provide one Multi-Source feedback that has been approved by UKPHR in every five-year revalidation cycle. Your Multi-Source feedback will need to be completed within the five years of your revalidation date.

### **Which 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:

#### England

- Revalidation Management System (RMS)
- Talent Innovations Inspiring Leader tool
- ADPH Future Directors of Public Health programme
- NHS Healthcare Leadership Model 360 feedback model
- DFID 360 Light MSF tool
- Civil Service 360 provided by YSC consulting
- Developmental Feedback for Leadership and Management Narrative 360 Degree (provided 10 raters are obtained)
- GMC Colleague Feedback report
- Strengthscope Leader 360
- Leadership 360 operated by North East Leadership Academy
- Pulse 360 operated by Worcestershire Acute Hospitals NHS Trust

#### Scotland

- SOAR Appraisal MSF tool
- PILAT 360
- COMPASS 360

#### Wales

- Equiniti 360 Clinical (Public Health Wales provides alternative questions for disciplines other than medicine)

#### Nationwide

- Psychologica 360 (provided one's manager is included as a rater)

If you are a specialist who is due for revalidation between 1st April 2019 and 31st March 2020, you will not be required to submit a multi-source feedback tool at the start of the 5 year revalidation cycle if you have not already completed one. However, you are required to engage in a multi-source feedback tool from 1<sup>st</sup> April 2019 onwards.

### **I do not use a Multi-Source feedback tool, is there an alternative option available?**

If you do not have access to a 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 one manager 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.

For Practitioners, you will be required to produce:

- Feedback from one manager or one commissioner of your services
- Feedback from one recipient of a service delivered by you or one person whom you have collaborated with in delivering a service
- Your review of complaints, comments and compliments received within the preceding 5 years relevant to your public health practice
- Reflective accounts on the evidence for the above categories.

### **Where can I access the templates to be used for the feedback of Quality Improvement Activity?**

For a Specialist, we are expecting you to use a Multi-Source feedback tool to fulfil the quality of service 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.

For Practitioners, you can either submit a Multi-Source feedback tool or provide feedback to fulfil the quality of service element of revalidation.

### **Why do I need to supply contact details of a referee 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.

### **Does my referee need to be registered as a Specialist?**

No, not necessarily. Your referee may be registered at Specialist level on any of the GMC, GDC or UKPHR registers (quoting his/her registration number). Your referee can also be a Chief Executive of a Local Authority, NHS Trust or CCG or equivalent.

Your referee will need to be someone who is able to provide confirmation that the information you have provided is an accurate reflection of your work to maintain and enhance your professional competence during the past 5 years of your registration.

Your referee cannot also be your most recent appraiser.

### **What happens if my referee does not provide my reference confirmation in time for my revalidation?**

Once we have received your revalidation application and checked that we have received all the required components, we will contact your referee to request the reference confirmation using the contact details you have supplied to us.

Once we have received the reference confirmation from your referee, your application will then be processed as normal through the next available Registration Panel and Registration Approvals Committee.

If we have not received your reference confirmation in time for your revalidation, this may cause a delay in your application being processed. Therefore, we do recommend advising your chosen referee of this to ensure that there is no delay in processing your application for revalidation. We have power to defer your revalidation if we have not received all the required components in time for your revalidation due date.

### **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](mailto:register@ukphr.org) and we can arrange for your login details to be reset for you.

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

Under new revalidation rules to be adopted by UKPHR, the Registrar will have the power to defer a registrant's revalidation in circumstances defined by the rules. A deferral may be for no longer than 12 months.

### **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](mailto:z.ejaz@ukphr.org)



UKPHR

*Public Health Register*

Protecting the public – improving practice

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