Public Health Practitioner Registration Scheme Process

1. **Gain manager support** – You need to agree with your manager upfront about your participation in the scheme. You will need a reference from them and you need to agree how much time you will need i.e. attending learning sets, CPD events

2. **Apply to join a local support scheme** – Contact Paula Wilkinson, Scheme Administrator, on paula.wilkinson@sunderland.ac.uk. The Scheme Administrator will arrange for an application form and supporting information to be sent out.

3. **Self-assess against the practitioner standards** – A self-assessment template or grid can be found here.

4. **Sign a learning contract** – The learning contract includes a short project plan; this helps you to keep on track and helps us to support you keeping on track. It also means if an assessor is taken ill or there is a need to assign you another assessor we have a record of your plans.

5. **Identify gaps and development opportunities for filling the gaps** – Some of this may have come through your own appraisals and you may identify training provision or mentoring to help you achieve the standards. It's worth contacting the Scheme Administrator as we may be able to offer some opportunities through learning sets.

6 **Attend local portfolio development workshops / sessions** – Everyone registered on the scheme will be sent information about sessions and information will also be posted on the NEPHPR website in the practitioner section under events.

7. **Assigning an assessor** – About 1 month before you have elected to submit a first commentary you will be assigned to an assessor. You need to contact the Scheme Administrator and the first available and appropriate assessor will be assigned, i.e. someone who is not currently managing or working with you. The Scheme Administrator will e-mail you and the assessor, sending your project plan and learning contract. At this point you need to contact your assessor to agree ways of communicating and timescales of submissions. Your assessor will e-mail you from time to time to establish if you are on track and if you need extra support. If you need to take time out from the scheme or decide to discontinue please let both the assessor and Scheme Administrator know. If you are falling behind with submission dates the Scheme Administrator will contact you to establish support needs.

8. **Write your first commentary ready for assessment** and complete the first part of your assessment log. The assessment log is the audit trail of assessment and verification so is a live and electronic document. The assessor, verifier, moderator and Scheme Co-ordinator will all access the document.

9**. Your assessor will assess the commentary with evidence and complete the assessment log –** There is a 3-week turnaround on assessment as long as you submit your commentaries by the deadlines you have agreed with your assessor. If you submit late you will still be assessed but the assessor may need longer than 3 weeks due to their work commitments, please check with your assessor when you submit.

A minimum of 3 commentaries and associated evidence are required for your portfolio. At least half of your evidence must be within the last 3 years; this is calculated numerically and is taken from the date of registration **not** when you started the portfolio so you need to work backwards from expected completion. You also need to ensure that the technical standards are met across at least 2 competencies, for detailed guidance please refer to your framework and guidance document

Practitioner passes complete portfolio to assessor (including Application for Verification form) for final sign off.

10. **When all standards have been met the assessor will sign off your portfolio ready for verification –** At this point your assessor will e-mail you to confirm that your file is ready to be verified.

11. **Submit your portfolio along with** a current CV, a current job description, copies of original certificates that are certified as being genuine, a testimonial and a reference to the Scheme Administrator. Your portfolio will then be considered at the next available verification panel.

12. **On the recommendation of the verification panel,** you will be notified either the portfolio is accepted for registration or that a second verification/assessment is required, this is rare but can happen. You will be kept informed of what you need to do throughout the process. UKPHR samples files and it's possible that ours will be chosen for moderation. If this happens you will be kept informed and the Scheme Co-ordinator will e-mail you when you are able to apply for registration.

13. **Applying to the UKPHR using the registration form** found in the supporting information document. Send the completed form, original signed copies of the testimonial and reference, CV and job description and the appropriate fee to UKPHR (See Guidance Document and Supporting Information Documents for details). You have 3 months from the date of the verification panel in which to do this.