Application Form Public Health Practitioner Registration Scheme 2023

## Health Education England (HEE) Kent, Surrey & Sussex

**Before completing the application form, we strongly recommend attending one of our information webinars scheduled for 27th September or 6th October 12-1pm.** **Please follow this** [**link**](https://healtheducationyh.onlinesurveys.ac.uk/kss-public-health-practitioner-webinar-2023-register-int) **to reserve your place.**

### Completed application and a copy of your CV to be returned to phworkforcedevelopment@kent.gov.uk by Thursday 10th November, 12:00pm.

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| **Selection Criteria**Applicants must be able to demonstrate:* Employment within the Kent, Surrey & Sussex geographical area (this can be a public sector, within a provider organisation or third sector organisation)
* Approximately 2 years’ public health experience, usually having occupied a public health practitioner post (see [website](https://kss.hee.nhs.uk/kss-school-of-public-health/practitioner-training/) for further information) at NHS Agenda for Change band 5 - 7 or equivalent in other sectors operating at Level 5 of the [Public-Health-Skills-and-Knowledge-Framework](https://www.gov.uk/government/publications/public-health-skills-and-knowledge-framework-phskf)
* Self-assessment against the [Public Health Practitioner Standards](https://ukphr.org/wp-content/uploads/2019/07/UKPHR-Practitioner-Standards-2018-2nd-Ed.pdf). Applicants must be able to demonstrate (through completing the self-assessment form) a broad range of relevant experience. Practitioners are expected to have some gaps, but to be able to complete a portfolio within the specified timescale. Any gaps must be addressed within six months of being accepted on the scheme.
* A signed commitment to completing a portfolio against the Public Health Practitioner Standards for Registration in the timescale specified and full participation in all elements of the scheme. This must be a genuine commitment to **completing a portfolio by**  **19th January 2024, midnight**.
* A signed commitment from the line manager for active support and encouragement through practitioner attendance at the induction, learning sets, writing time for portfolio development, relevant CPD events, and progress reviews to address development needs, to a maximum of 8 days in the period specified. Applicants are encouraged to include participation in the Scheme in their Personal Development Plan. Line managers will be kept updated of an applicant’s progress in their journey towards registration. Applicants must be prepared to dedicate a significant amount of personal time to complete the portfolio.
* In submitting an application to the Scheme, applicants will have read and fully understood the [Public Health Practitioner Development Scheme Framework & Guidance Document.](https://www.oxsph.org/wp-content/uploads/2022/04/UKPHR-Practitioner-Guidance-for-Appplicants-Assessors-Verifiers-Mar-22.pdf)
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**Application Form – overview & checklist**

* Section A: applicant’s details
* Section B: supporting information
* Section C: baseline self-assessment
* Section D: write up of a piece of work & signed declaration
* Section E: completion by Line Manager
* Attach CV

All sections must be completed and signed (a scanned signature is acceptable).

Email to phworkforcedevelopment@kent.gov.uk by **10th November 2022, 12pm** with a copy of your CV**.**

**Important dates:** (please note all sessions will be delivered online). You are expected to attend all sessions.

* Deadline for submission of application: **Thursday 10th November 2022**
* Interview: w/c 5th December 2023
* Outcome of interviews: w/c 12th December 2023
* Practitioner induction day: **17th January 2023 OR 19th January, 09:45 – 15:15** *(please see page 12-13 to identify preferred date)*
* Four Portfolio development group (*see pages 12-13 for dates)*:
	+ 1st PDG: Late Feb/Early March (9:30-3:30)
	+ 2nd PDG: Late April/Early May (9:30-3:30)
	+ 3rd PDG: Mid July (9:30-3:30)
	+ 4th PDG: Mid October (9:30-3:30)
* Submission of commentaries:
	+ Commentary 1: By Late May/Early June 2023 (*confirmed on timetable at beginning of programme*)
	+ Commentary 2: By 25th August 2023
* Commentary 3: By November 2023 *(confirmed on timetable at beginning of programme)*
* Deadline for practitioners’ submission of completed portfolio: **12:00pm 19th January 2024**

There will also be five Masterclasses (delivered by London South Bank University) that you will be required to attend.

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| **Masterclass 1:****Public Health Policy and Context** | 26th January 2023 | Zoom 10.00 -12.30 |
| **Masterclass 2:****Ethical and professional public health practice** | 7th February 2023 | Zoom 10.00 -12.30 |
| **Masterclass 3:****Epidemiology and Risk** | 23rd February 2023 | Zoom 10.00 -12.30 |
| **Masterclass 4:****Evidence for public health** | 14th March 2023 | Zoom 10.00-12.30 |
| **Masterclass 5:****Planning, implementing and evaluating public health interventions**  | 21st March 2023 | Zoom 10.00 -12.30 |

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### Please complete all sections, failure to do so and by the deadline 10th November 2022 12:00pm will result in the application not being put forward for shortlisting.

## Section A: Applicant details

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| Name: |  |
| Job Title: |  |
| Agenda for Change / KSF Banding of current post (or equivalent) / Level Skills for Health Career Framework: |  |
| Length of time in current position: |  |
| Duration of experience working at Agenda for Change 5-7 or equivalent | *Please ensure to attach your CV with this application* |
| Email: |  |
| Contact Telephone number: |  |
| Employing Organisation:  |  |
| Employer’s Address including postcode: |  |
| Line Manager name and email address: |  |

By completing this application, you agree that HEE will process your data in line with our privacy notice. Any information entered by you, will be used and stored according to the General Data Protection Regulations (GDPR) See HEE website for more information: <https://hee.nhs.uk/about/privacy-notice>

## Section B: Supporting information

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| **Please detail in no more than 200 words why you are applying to the Public Health Practitioner Development Scheme and any progress you have made to date on developing your portfolio:** |
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## Section C: Baseline Self-Assessment Form

This section provides an opportunity to match your current experience, understanding and practice to the practitioner standards. It is an important first step for you in exploring what the standards are and how you might meet them. It will allow you to make a judgement about what you can draw upon from your different educational and work experience to date to fulfil each of the standards and where you have gaps. These gaps might relate to knowledge or practical experience. Any gaps identified must be ones that you have the potential to fill within six months of commencing on the scheme. In the case of gaps in knowledge these could be filled by accessing a masterclass, or some online learning. In the case of application gaps these could be filled by negotiating access to a different area of work.

**To complete the self-assessment**

1. In the knowledge column you are invited to **briefly** specify how you acquired the knowledge for each of the **standards**. Be as specific as you can e.g., health improvement module in MPH, statistics module in BSc in Nutrition or a council on-line course on data confidentiality.
2. In the application column you are required to **briefly specify** the evidence you may draw upon to demonstrate the standard. This evidence might be a report, an action plan, presentation, minutes from a meeting or a testimony from someone who can corroborate what you did.

Before you start thinking about this evidence, it is helpful to identify three or four pieces of work that together could fulfil all of the standards. When you start to build your portfolio, you will firm these up and write a separate commentary on each of these.

For example

* **Piece 1**: Working on chapters of the JSNA;
* **Piece 2**: Carrying out a health needs assessment;
* **Piece 3**: Developing a strategy for obesity prevention.

When you are attending to the application column of the self-assessment form, highlight a possible piece of evidence associated with one of these pieces of work.

Please note practitioners often change their mind about the best source of evidence when they start to build their portfolio and there is scope for this to happen. This self-assessment is a baseline to work from.

Once you have identified your knowledge and application for the standard (or recognised it is a gap) you can **apply the RAG rating** to it, using the following key:

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| --- | --- | --- |
| I have **sufficient** evidence to demonstrate this standard**(GREEN)** | I have **some** evidence to demonstrate this standard**(AMBER)** | I have **no** evidence to demonstrate this standard**(RED)** |

**For example**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Std** | **Description of std** | **RAG rating** | **Knowledge evidence?** | **Application evidence?** |
| 1.2 | Use an ethical approach in your area of work, identifying ethical dilemmas or issues arising and how you address them. |  | LSBU Masterclass in Ethics (Feb 2023) | Child health projectEv: Specification I wrote with section on need for an ethical approach |
| 1.3 | Act in ways that promote equality and diversity |  | In house Equality and Diversity training (2022) | Healthy Weight ProjectNot sure what evidence to use for this standard |

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|  **Area 1: Practising professionally, ethically and legally** | **RAG Rating** | **Knowledge** e.g. a course module  | **Application**e.g. a piece of work with corroborative evidence such as a report |
| 1.1 | Comply with statutory legislation and practice requirements in your area of work.  |   |   |   |
| 1.2 | Use an ethical approach in your area of work, identifying ethical dilemmas or issues arising and how you address them. |  |   |   |
| 1.3 | Act in ways that promote equality and diversity |  |   |   |
| 1.4 | Act in ways that value people as individuals.  |  |   |   |
| 1.5 | Act in ways that recognise people’s expressed beliefs and preferences.  |  |   |   |
| 1.6 | Act within the limits of your competence, seeking advice when needed.  |  |   |   |
| 1.7 | Continually develop own practice by reflecting on your behaviour and role, identifying where you could make improvements. |  |   |   |
| 1.8 | Contribute to the development and improvement of others’ public health practice |  |   |   |
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| **Area 2: Using public health information to influence population health and wellbeing** | **RAG Rating** | **Knowledge** | **Application** |
| 2.1 | Identify data and information requirements to deliver the public health function demonstrating use of epidemiological terms and concepts.  |  |   |   |
| 2.2 | Manage data and information in compliance with policy and protocol, demonstrating awareness of data confidentiality and disclosure. |  |   |   |
| 2.3 | Obtain, verify and organise data and information, showing awareness of potential data anomalies.  |  |   |   |
| 2.4 | Demonstrate how health inequalities are identified and monitored. |  |   |   |
| 2.5 | Interpret and present information using appropriate analytical methods for quantitative data. |  |   |   |
| 2.6 | Interpret and present information using appropriate analytical methods for qualitative data. |  |   |   |

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| **Area 3: Assessing the evidence for public health interventions and services** | **RAG Rating** | **Knowledge** | **Application** |
| 3.1 | Access and appraise appropriate evidence of effectiveness for public health interventions or services. |  |   |   |
| 3.2 | Apply evidence to plan delivery of effective public health interventions or services. |  |   |   |
| **Area 4: Protecting the public from health risks while addressing differences in risk exposure and outcome** | **RAG Rating** | **Knowledge** | **Application** |
| 4.1 | Demonstrate how risks to health and wellbeing are identified, prevented or controlled. |  |   |   |
| 4.2 | Demonstrate how individual and population health differ, and describe the possible tensions which may arise when promoting health and wellbeing.  |  |   |   |

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| **Area 5: Implementing public health policy and strategy** | **RAG Rating** | **Knowledge** | **Application** |
| 5.1 | Support the implementation of policies or strategies to improve health and wellbeing and reduce health inequalities.  |  |  |   |
| 5.2 | Demonstrate how your work is influenced by an understanding of the impact of the wider determinants of health. |  |  |   |
| 5.3 | Critically reflect on and make suggestions for how public health policies or strategies could be improved. |  |  |   |
| **Area 6: Collaborating across organisations and boundaries to deliver the public health function** | **RAG Rating** | **Knowledge** | **Application** |
| 6.1 | Show how organisations, teams and individuals work in partnership to deliver the public health function. |  |   |   |
| 6.2 | Demonstrate how you work collaboratively with other organisations to improve public health.  |  |   |   |
| 6.3 | Reflect on your personal impact on relationships with people from other teams or organisations when working collaboratively. |  |   |   |

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| **Area 7: Planning, implementing and evaluating public health programmes and projects**  | **RAG Rating** | **Knowledge** | **Application** |
| 7.1 | Describe how you have planned a public health intervention to improve health and wellbeing, demonstrating terms and concepts used to promote health and wellbeing.  |  |   |   |
| 7.2 | Demonstrate how the culture and experience of the target population may impact on their perceptions and expectations of health and wellbeing.  |  |   |   |
| 7.3 | Show how the target population were involved in intervention planning or delivery and have been supported to make informed decisions about improving their health and wellbeing. |  |   |   |
| 7.4 | Evaluate a public health intervention, reporting on its effect and making suggestions for improvement. |  |   |   |
| 7.5 | Demonstrate project management skills in planning or implementing a public health intervention. |  |   |   |
| 7.6 | Demonstrate how quality assurance principles or policies are applied when planning or implementing a public health intervention. |  |   |   |
| 7.7 | Demonstrate how risk management principles or policies are applied when planning or implementing a public health intervention.  |  |   |   |

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| **Area 8: Communicating with others to improve health outcomes and reduce health inequalities** | **RAG rating** | **Knowledge** | **Application** |
| 8.1 | Communicate public health information clearly to a variety of audiences. |  |   |   |
| 8.2 | Communicate the health concerns and interests of local people to influence service provision. |  |   |   |
| 8.3 | Demonstrate awareness of the effect the media can have on public perception of health and wellbeing. |  |   |   |

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| **Using the baseline self-assessment form above, please summarise below any gaps you have identified & your suggested plan to address them:** |
| **Standard that you have identified a gap in knowledge and/or application** | **Proposed activity to address gap (i.e. training, shadowing, etc.)** | **Target completion date**  |
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## Section D: Write up of a piece of work

The purpose of this section is to demonstrate your ability to write up a piece of work which you have completed, addressing the three key aspects of Public Health competence, namely how you acquired your **knowledge** of each standard, your **understanding** of the indicator and how you have **applied** this knowledge and understanding in the real world.

Choose a piece of work you have been involved in to demonstrate how you would address **two of the standards,** please choose one standard from area 1 and one standard from area 5 of the UKPHR standards.

This exercise will help inform both the selection of participants for the scheme, and to inform the initial portfolio learning sets. See an example extract in the attached PDF from a commentary with two indicators written up:



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| *Insert Title of the piece of work here:* |  |
| Write your narrative demonstrating how you acquired the knowledge; your **understanding** of the standard and how you have **applied that understanding** within the piece of work for two different standards in 300 words | List the evidence\*\* you would use to demonstrate knowledge and application  |
| First standard (insert standard number here) | *e.g. LSBU Masterclass – Epidemiology for Knowledge**Report for obesity project for Application* |
| Second Standard (insert standard number here) |  |

***NB****:*

*Knowledge evidence* could include: modules from relevant qualifications; masterclasses; on line courses; in house workshops etc

*Application evidence* could include: reports, action plans, minutes of meetings, emails, testimonials etc

\*\*simply reference the evidence, **do not include** copies of the evidence with this application

Please indicate preference for the induction dates (tick the box):

17th January

OR

19th January

Please let us know any of the below dates that you are unable to attend in order to allocate you into a group. It is essential that you are able to attend all dates for one of the groups (put a cross against any date you can’t attend):

*If your application is successful, We will be provide you with an individual timetable before the Christmas break*

*PDG dates:*

*Group 1: 28th February, 26th April, 13th July & 16th October*

*Group 2: 1st March, 3rd May, 14th July & 18th October*

*Group 3: 8th March, 9th May, 17th July & 19th October*

Declaration:

*I confirm that the information I have given is accurate, and should I be accepted onto the Scheme I agree to abide by its principles and to participate fully, including in the evaluation process and any ongoing support to the development of the Scheme (future Mentor/Assessor). I confirm that all work submitted is my own personal work. If successful, I understand that 50% of the evidence submitted to a portfolio must be within 5 years of the date of applying for registration (January 2024)*

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| Applicant Signature |  |
| Date |  |

## Section E: for completion by Line Manager

Please provide below a signed written statement of support for the applicant (not more than 200 words), detailing the ways in which you feel the individual is **suitable and ready** for the Scheme. By completing the statement, it is assumed that you fully support the applicant’s participation in the Public Health Practitioner Development Scheme(should they be accepted) and confirm that they will be afforded the required time to attend the relevant sessions of the Scheme sets (up to a maximum of 8 days) to ensure maximum participation in the Scheme and its constituent parts.

Line Managers will be kept updated of applicants’ progress in their journey towards registration. Applicants are encouraged to include participation in the Scheme in their Personal Development Plan and appraisal.

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| Written statement of support. Please acknowledge the competence gaps identified and provide any additional and relevant information: |

### Line manager details:

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| --- | --- | --- | --- |
| Print name |  | Position |  |
| Signature  |  | Date |  |
| Email |  | Contactnumber |  |

## For completion by Director of Public Health, *if applicable*

Please sign below to confirm your support for the applicant’s participation in the Public Health Practitioner Development Scheme(should they be accepted). Please also include any additional comments you may wish to make**.**

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| --- | --- | --- | --- |
| Print name  |  | Position | Director of Public Health |
| Signature |  | Date |  |
| Email |  | Telephonenumber |  |

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| Any additional comments from Director of Public Health: |

*Please email to* *phworkforcedevelopment@kent.gov.uk* *for any questions or queries*