## East of England Public Health Practitioner Registration Scheme

# Guidance for Employers supporting Assessors in the Workplace

Assessors are an integral part of the practitioner development process and are recruited from the senior PH workforce across the East of England. The role is voluntary but contributes to the CPD of assessors. Please see Annex 1 for further role description.

Assessors are the custodians of the UKPHR standards for Practitioners and vital to each scheme. The assessment of a portfolio will include reading, reviewing and assessing a portfolio of evidence and supporting commentaries, where the assessor is looking for the demonstration of knowledge, understanding and application of each of the practitioner standards. The assessment takes place at a minimum of level 5 of the health careers framework (PHSKF).

**This guidance has been produced for employers and line managers at the request of the East of England Assessor team and Steering Group to support this key role in the workplace.**

Feedback from the first team of assessors in this region has been gained from a questionnaire, and the following benefits identified:

* Understanding the processes of registration and the indicators
* Reflecting on own work and assessor skills
* Networking with the PH workforce
* Contribution to workforce development

There will be a rolling programme of recruitment, with up to 10 new assessors trained each year, to support the core team and account for occasions such as job/role changes and capacity of assessors. However, once a practitioner has been allocated an assessor, it is vital that the assessor is able to complete the task, which can take up to 12 months (no more than 21 hours in total for each portfolio).

1. **Expectations of Assessors**

All Assessors will be required to:

* Attend the two day training course
* Assess a minimum of two portfolios (or be in the process of) every 12 months.
* Access a minimum of two teleconferences per 12 months.
* Access a minimum of one half day development session every 2 years

1. **Support from the HEE East of England Scheme**

The scheme will:

* Ensure practitioners submit their planned submission dates in advance to enable assessors to plan their assessing time around their workload
* Provide all Assessor teleconference dates and times for the year in advance.
* Provide the dates for the half day Assessor development session for the year in advance.
* Provide support and advocacy for assessors
* Match each Assessor up with other Assessors where they will provide buddy support to each other.

1. **Support from Employers/Line Managers**

Employers and Line Managers will:

* Support assessors to deliver the points listed in (**1. Expectations of Assessors**)
* Provide individuals a minimum of 21 hours in work time to undertake the Assessor role over 12 months\*.

1. **Additional Information**

* The initial training is provided by a UKPHR Moderator and assessors have to attend both days
* The teleconferences are held bi-monthly but assessors can opt which ones they attend depending on their current workload
* \*The first portfolio assessed tends to take longer than subsequent portfolios as assessors are learning the standards and requirements.
* Assessors will benefit from there being other assessors in their workplace to discuss and queries.

The support of employers and line managers is essential to the assessor role and assessors are also able to advocate for practitioner registration in the workplace, contributing to workforce development.

**Annex 1**

**UKPHR Public Health Practitioner Registration Scheme**

**Assessor Application Pack**

The East of England School of Public Health’s ‘Public Health Practitioner Scheme’ is currently recruiting for new Assessors to be trained by UKPHR to support the process of portfolio development by practitioners. Assessors are appointed by the Board of the UK Public Health Register (UKPHR) (following satisfactory completion of mandatory initial training) for a period of three years, with an option for a further term or terms, by mutual consent between the assessor, the scheme co-ordinator and the UKPHR.

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| **Role Description** |
| * To independently assess applications for verification (and probable subsequent application for admission to the UKPHR) against the UKPHR’s public health standards for practitioner registration, including requirements for clarification or resubmission of evidence * To provide feedback and advice to applicants on the assessment of their evidence as specified in the UKPHR guidance for practitioner registration * To make recommendations on whether or not applicants should be registered to the appropriate Verification Panel, normally via the local scheme co-ordinator * To work with other assessors to undertake double assessments if required * To ensure that all deadlines are met * To participate in moderation and other quality assurance activities * To complete a minimum of two assessments per year. If this requirement cannot be met for any reason assessors will need to retrain. * UKPHR and the East of England Scheme will organise development forums for assessors each year and assessors are expected to attend at least one such event every two years. |

**Value and Benefits of becoming an Assessor**

* Individuals trained will become an UKPHR Assessor
* Contribute to the development of public health careers for individuals.
* Support the professionalisation of public health practitioners
* UKPHR certificated training and appraisal that can contribute to your own CPD – ‘trained to assess’, and on-going training
* Enhances your understanding of how the full range and scope of public health knowledge and skills are applied to the implementation of public health interventions by practitioners
* Broadens your appreciation of public health agendas, policies, roles, services and interventions in other areas – both geographical and service area
* Develops a sound grasp of retrospective portfolio building which could help with own future portfolio development

**Eligibility Criteria**

* To have at least two years’ experience at senior or advanced practitioner level or above in multi-disciplinary public health, or in a post of equivalent responsibility, and/or to be registered as a public health practitioner with the UKPHR and/or to be of good standing with another appropriate professional body and be able to provide relevant references
* To be able to provide evidence of current continuing professional development
* To be skilled in assessing evidence submitted to demonstrate knowledge, understanding and its application in practice, following successful completion of mandatory training by the UKPHR
* To be thoroughly conversant with the public health standards for practitioner registration
* To be able to maintain impartiality in the role whilst providing support to applicants
* To be able to devote the necessary time and to give the role appropriate priority

To apply for this role, please complete the attached form and return electronically to

**Alix Sheppard**

**East of England UKPHR Scheme Coordinator (HEE)**

[alix@healthtalks.org.uk](mailto:alix@healthtalks.org.uk)

For more information about the scheme please visit

[**https://heeoe.hee.nhs.uk/node/1626**](https://heeoe.hee.nhs.uk/node/1626)

See the value of registration:[**https://www.rsph.org.uk/en/about-us/latest-news/index.cfm/pid/E9FE4F41-63AB-4B1A-B59CB7A028D81F25**](https://www.rsph.org.uk/en/about-us/latest-news/index.cfm/pid/E9FE4F41-63AB-4B1A-B59CB7A028D81F25)

EXPRESSION OF INTEREST

UKPHR Practitioner Registration scheme Assessor

Please read the UKPHR Framework and Guidance for Practitioners, Assessors and Verifiers before submitting this form <https://heeoe.hee.nhs.uk/Practitioner_Application>

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| **Your Details** | | |
| Your name: |  | |
| Title (Dr, Mrs, Mr): |  | |
| Employing organisation: |  | |
| Job Title: |  | |
| Level of post (PHSKF) |  | |
| Work address with postcode: |  | |
| Tel. No. | Work: | Mob: |
| Email address: |  | |

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| --- | --- |
| **Your Employer** | |
| Line Manager’s name: |  |
| Title (Dr, Mrs, Mr): |  |
| Job Title: |  |
| Work address with postcode: |  |
| Email address: |  |
| Employing organisation: |  |

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| Please detail in no more than 200 words why you would like to be trained as a UKPHR Assessor, including years of service, and range of relevant experience |
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**Responsibilities of the Assessor**

Assessors and Verifiers are the custodians of the standards of practice for practitioners and their roles are of the upmost importance. The UKPHR provide training and moderation for these roles.

Assessors have to:

* meet the UKPHR Assessor job description and person specification *(pg:34 Framework and Guidance Doc)*
* successfully complete the UKPHR Assessor training
* be skilled in assessing evidence submitted by applicants
* be thoroughly conversant with the public health practitioner standards
* sign off all standards as being met and pass applications for verification to appointed verifier

**Training Requirements**

To be an Assessor you need to be a senior specialist trainee, consultant, aspiring defined specialist, environmental health professional, or other public health professional with at least two years of senior level public health experience.

You will be required to attend a full day and a consecutive half day’s training (1.5 days) by the UKPHR in the first year and dial in to bi- monthly telephone conferences.

Each subsequent year you will be required to dial in to at least 2 assessor support telephone conferences and attend one day of assessor refresh training.

Becoming an assessor contributes to your own CPD and brings a number of professional rewards as an employer, line manager and employee. It enables you to be more closely linked with developments in the public health workforce and strengthens your professional competence with regards to knowledge of the UKPHR standards.

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| **Declaration of commitment** | |
| **Prospective Assessor** | **Line Manager** |
| * I have read the UKPHR Framework and Guidance for Applicants, Assessors and Verifiers * 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 * I commit to attending the UKPHR training and any additional standardisation or review meetings for the East of England Scheme in which I am required to participate * I understand that this role is voluntary and commit to providing positive support to all candidates who I may assess in due course * I am able to attend the Assessor Training scheduled for –   **9th and 10th November 2016** | * I confirm that the organisation supports this expression of interest * I confirm that required time commitments for training and standardisation workshops will be fully supported, and will become a part of the applicant’s appraisal process and continuing professional development within the workplace * I understand that this role is voluntary, and that the applicant will be dedicating their own time to support the professional registration of practitioners, thus making a highly valued contribution to the professional development of others |
| **Applicant’s signature:** | **Line Manager’s signature:** |
| Date: | Date: |

Please use electronic signatures if sending by email.

**Please send your completed application form to** [**jayshree.sanadhya@nnuh.nhs.uk**](mailto:jayshree.sanadhya@nnuh.nhs.uk)