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| **This template is provided as a guide. Additional sources of guidance can be found from:*** Tools and tips on preparing a portfolio http://www.sph.nhs.uk/sph-documents/public-health-practitioner-registration-tools-tips/?searchterm=practitioner%20registrationls
* UKPHR Framework and guidance https://www.google.co.uk/webhp?sourceid=chrome-instant&ion=1&espv=2&ie=UTF-8#q=ukphr%20framework%20and%20guidance
* UKPHR Supporting information https://www.google.co.uk/webhp?sourceid=chrome-instant&ion=1&espv=2&ie=UTF-8#q=ukphr%20supporting%20information
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| **Section** | **Content** | **Evidence** |
| **Title of piece of work** | Make sure the title sums up the essence of the work and is outcome focussed*e.g.: your work remit may be around substance misuse, but for the purposes of the commentary you may be talking about a specific programme or intervention targeting injecting drug users, so capture that in the title.* | ✗ |
| **Time frame of the work** | E.g.: April 2011 – December 2012.Remember that half of your portfolio’s evidence has to be drawn from the last 3 yrs (from the date of the verification panel). | ✗ |
| **List of indicators demonstrated** | Recommend listing these along with their descriptors in small font to use up less space  | ✗ |
| **Context** You would not normally claim any standards here (the exception could be 10a/b) | The purpose of this section is to set the scene for the piece of work and situate it within a broader Public Health priority area. It is helpful to include: Aims of this piece of work; The drivers and motivation for the piece of work; How it fits within national/local context, making reference to national/salient strategies and policies etc.*e.g. My work contributes to the government target to achieve 95% MMR uptake by 30th Sept 2013 as part of the ‘catch-­‐up’ campaign*. Then you can clarify the local mechanisms for this e.g.: *working closely with local traveller communities as part**of the work to deliver on local priorities xx and xx around tackling health inequalities.* You could also include electronic links to current/live reference points e.g.: https://[www.gov.uk/government/publications/mmr-­‐](http://www.gov.uk/government/publications/mmr-)action-­‐plan-­‐15-­‐may-­‐2013If you wish to claim 10a/b here make sure that you provide discussion around how the relevant policies/strategies have been applied to your practice, to satisfy the requirements for the relevant indicators. (These can be covered in the main body of the commentary if you prefer.)Remember that your assessor will not know you so you also need to introduce yourself in relation to the piece of work. Let the assessor know your job title and employing organisation *eg: I am a health protection officer based in the local Sussex Public Health England office*. Referencing: There is an expectation that you will refer to relevant policy, strategy, models etc. throughout your commentary. You can choose whether to use foot notes or put all your references at the end of your commentary.  | JD CVsubmittedwith portfolio✔ |
| **Own role**An overview of your role in relation to this piece of workYou would not claim any standards here | Here you need to clarify the role you played in relation to this piece of work. Eg *I was the public health lead commissioning the drug and alcohol service between 2011 and 2013.* Aim to highlight the level you were working at e.g.: leading or supporting programme development/delivery; in a commissioning or a provider capacity; who your immediate working partners are – internally and externally, who you report to, and the outcomes expected of you *eg: my personal objectives as cited in my appraisal at the time, for this piece of work were/are………* so that the assessor can see what you set out to achieve. | JD CVsubmittedwith portfolio |

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| **Section** | **Content** | **Standard** | **Evidence** |
| **The main body of your commentary**Demonstrating:**Acquisition of knowledge****Understanding** and**Application** for each of the competences claimed | **For every indicator claimed you will need to demonstrate Acquisition of knowledge****Understanding and Application**You will demonstrate your understanding through the narrative of your commentaryA separate piece of corroborating evidence will be required to demonstrate Knowledge and application You can choose how to structure this part of your commentaryOne approach is to set out the story of the project chronologically For example using sub headings :-Rationale and aims of the project -Design & set up phase-Implementation phase-Review phase-Etc.You can and should include early phases of the project even if you weren’t involved to show you understand how the project fits in to the wider public health agenda. In this section you could claim standards such as 9ai-how the programme has been influenced by the determinants of health and wellbeing and 10b- How different policies or priorities affect own specific work etc.\*You choose which parts of the story to focus on according to the standards you are seeking to claim. You can skip over the parts that don’t relate to the particular standards\* You can link standards together to suit the story e.g. describing 1b and 9av in the same section \* Use the wording from the indicator in your commentary wherever possible to make fully explicit how you are claiming it\*Use examples to illustrate how you have applied the standard\*Use some of the terminology listed in the glossary of terms to add credibility to your commentaries\* Own your work by using “I” so that the assessor is left in no doubt how you were involved.\* Reference models as necessary \*Signpost each piece of evidence that relates to the indicator claimedE.g. See Curriculum and certificate from Introduction to PH module from My Masters in Public Health EV 1.1 and EV1.2 as evidence of my knowledge and how I acquired itSee minute of meeting (EV1.3) and summary review of the project (EV 1.4) for evidence of how I presented findings of a review of the project to the project boardSome people prefer to start each section with Knowledge gained and how they acquired it and follow this with how the standard was applied in this piece of work. Alternatively you could weave the K,U,A throughout each section | 4e | Ev:1.1,1.2,1.3,1.4 |
| **Key outcomes and results** | Return to the original aims for this piece of work and remind yourself of the rationale for carrying it out /how it was supposed to contribute to the wider PH agenda. Describe the outcomes and impact to date? If it is too early to have any evidence of outcomes say something about what is being done to collect evidence & measure impact. If you have moved on from the work reflect on what has happened since.  |  |  |
| **Reflections**A short but meaningful piece of reflective learning | There is an expectation that you will reflect on your practice and adopt a continuous learning approach to your work. It is an opportunity to stand back and look critically at what you did and share your learning.You might want to include: In retrospect what you would have done differentlyWhat you learned from the projectHow the work could be improved? |  |  |
| **List of evidence** | Provide a full list of the evidence that relates to this commentary with the reference and full titleAs with the list of indicators claimed at the beginning it is recommended you use small font to use up less spaceE.g. *EV1.1 Curriculum from Introduction to PH module from My Masters in Public Health* *EV 1.2 Certificate from Introduction to PH module from My Masters in Public Health*EV1.2 | ✗ |