

## TWELVE ESSENTIALS OF PRACTITIONER REGISTRATION

1. **Knowledge, understanding and application:** For every single indicator, regardless of its wording, there must be evidence of learning, understanding of that learning (in the commentary) and an example of how the learning has been applied in practice (p 11)
2. **Evidence of knowledge:** The glossary in the UKPHR's "Supporting Information" document may help to indicate the coverage of public health knowledge required, which should be at the equivalent of first degree level
3. **Level of practice:** The "shows" evidence should demonstrate that the practitioner works independently and makes their own judgements in a managed context. But the evidence need not be complex and the practitioner need not *lead* service delivery (Annex 2)
4. **Commentaries:** The commentary should make clear what evidence (knowledge, understanding and application of knowledge) relates to each indicator of effective practice for each standard, describe the applicant's own role, and include a reflective learning piece. Observation proformas must be accompanied by a commentary.
5. **Three or more commentaries and applicant completion of assessment log:** The completed portfolio must at least 3 discrete pieces of work each accompanied by a commentary (p 12). Applicants should list and reference evidence in the assessment log column "applicant evidence" (p12).
6. **Standards 5 – 8:** These are the technical competencies in public health and must be evidenced across two commentaries. At least 3 of the 12 indicators of effective practice in these standards should be from a second commentary and evidence (p 12)
7. **Currency of evidence:** At least half numerically of the items of evidence submitted, i.e. the items linked to each commentary, should be from within 3 years of the date of application for registration to the UKPHR (p 13)
8. **Currency of knowledge evidence:** Evidence of knowledge from learning undertaken more than 3 years before registration will be deemed to be current if there is associated evidence of keeping up-to-date through Continuing Professional Development (CPD)
9. **Clarification:** This means that the assessor believes that the practitioner does have the evidence to meet the indicator, but requires more detail from supplementary evidence e.g. on course content or the role of the practitioner (p 19)
10. **Resubmission:** This means that the assessor considers the evidence is inadequate to meet the indicator and new evidence is required from a different piece of work (p 19)
11. **Verification:** The verifier box should be initialled for all indicators, to verify that evidence has been assessed for each indicator and that the assessor has given clear reasons in the comments box for every indicator why the evidence is acceptable or not (p 21)
12. **Registration process:** After the Verification Panel has recommended a portfolio for registration, applicants have 3 months in which to apply to the UKPHR (p 15, section 5)