

A POSSIBLE COMMENTARY TEMPLATE

Adapted from an original document produced by Sally Cray, CCCU

Section	Content	Evidence
Title of piece of work	Make sure the title sums up the essence of the work and the focus <i>eg: 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.</i>	X
Time frame of the work	Eg: April 2011 – December 2012. <i>Remember that half of your <u>portfolio's</u> evidence has to be drawn from the last 3 yrs.</i>	X
List of indicators demonstrated	This could be at the start or the end of your commentary documentation.	X
Context (<i>this section can be succinct</i>)	Remember that your assessor might not know who you are, or possibly even where you are. Let the assessor know your job title and employing organisation <i>eg: I am a health protection officer based in the local (Sussex?) Public Health England office.</i> Briefly contextualise the work that you do in relation to national public health outcomes/priorities <i>eg: my work contributes to the government target to achieve 95% MMR uptake by 30th Sept 2013 as part of the 'catch-up' campaign.</i> Then you can clarify the local mechanisms for this <i>eg: working closely with local traveller communities as part of the work to deliver on local priorities xx and xx around tackling health inequalities.</i> You could also include electronic links to current/live reference points <i>eg: https://www.gov.uk/government/publications/mmr-action-plan-15-may-2013</i> If you are going to refer to national/salient strategies and policies here, and make links to related pieces of evidence, ensure that you provide discussion around how these have been applied to your practice, to satisfy the requirements for the relevant indicators (10a/b). These can be covered in the main body of the commentary if you prefer.	JD CV submitted with portfolio ✓
Own role	Here you can provide clarity on the level you might be working at <i>eg: 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</i> <i>eg: my personal objectives as cited in my appraisal at the time, for this piece of work were/are.....</i> so that the assessor can see what you set out to achieve.	JD CV submitted with portfolio
Acquisition of knowledge*	Evidence for all indicators needs to include relevant knowledge, understanding of that knowledge and how to apply it. Therefore, this doesn't have to be a separate section, but some find it easier to talk about courses, training and CPD all at once (bearing in mind that it may mean some standards or indicators are only demonstrated in part). <i>Note: Knowledge gained beyond 3 years ago will still count if backed up by more recent CPD or refresher courses.</i>	✓
What happened/what I did to deliver the programme	This is where your narrative or 'story' really starts – where you can explain the sequence of your actions in relation to the design and/or delivery of the service/programme/intervention. Your commentary must show your knowledge*, link your actions to the indicators and to the specific parts of the evidence you are presenting. This will be the largest single section of the commentary.	✓
Reflecting on outcomes	This is where you can reflect on the work, and your own personal contributions, in relation to the desired programme outcomes and your personal objectives (whether the programme is still in progress or has been fully implemented). Some of the standards/indicators relate to this process.	✓
Identifying sources	The most important things when making reference to books, articles, guidance documents in the portfolio is that you are clear about the source and application . The assessor will want to know where you gained your knowledge* or guidance from – authors, publication, date, chapter, page, paragraph and also how that knowledge informed your actions – showing your understanding and application of the information. (<i>The preferred referencing format for UKPHR is Harvard, but it is optional – there is no penalty for not using a formal referencing system</i>).	X

