

Completed application and a copy of your CV to be returned to Joanne McEwan  
by Saturday 2 November 2019, [joanne.mcewan@hee.nhs.uk](mailto:joanne.mcewan@hee.nhs.uk)

### Selection Criteria

Applicants must be able to demonstrate:

- Employment within the Thames Valley geographical area (Buckinghamshire, Berkshire, Oxfordshire, Milton Keynes)
- Approximately 2 years' public health experience, usually having occupied a public health practitioner post (see website 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](#)
- Self-assessment against the [Public Health Practitioner Standards](#). 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 in order to be in a position 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 2 November 2020.
- 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](#).

### 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, **saved and scanned in your name and emailed to [joanne.mcewan@hee.nhs.uk](mailto:joanne.mcewan@hee.nhs.uk) by 2 November 2019 with a copy of your CV.**

### Important dates:

- Deadline for submission of application: **2 November 2019**
- Interview: **28 November 2019, Oxford**
- Outcome of interviews: **by 4 December 2019**
- Practitioner induction day: **12 December 2019, Oxford**
- Portfolio development 2020 learning sets: **15 January, 12 March, 2 June, 3 September 2020**
- Deadline for practitioners' submission of completed portfolio: **2 November 2020**

**Please complete all sections, failure to do so and by the deadline 2 November 2019 will result in the application not being put forward for shortlisting.**

## Section A: Applicant details

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 AfC 5-7 or equivalent	<i>Please ensure to attach your CV with this application</i>
Email:	
Contact Telephone number:	
Employing Organisation:	
Employer's Address including postcode:	
Line Manager name and email address:	

Do you have any special learning requirements which we need to be aware of in order to provide you with support? If yes, please provide brief details:
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Your personal information will be held and used in accordance with the Data Protection Act 1998. We will not disclose such information to any unauthorised person or body but where appropriate will use such information in carrying out its various functions and services. See HEE website for more information: <https://hee.nhs.uk/about/privacy-notice>

## Section B: Supporting information

<b>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:</b>

## 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 indicators and where you have gaps. These gaps might relate to knowledge where you have practical experience but no way of evidencing how you know what you know or they may be gaps in 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 indicators. Be as specific as you can eg Health improvement module in MPH, Statistics module in BSc in Nutrition, 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/indicator (This evidence might be a report, action plan, presentation, minute from a meeting, testimony from someone who can corroborate what you did etc)  
Before you start thinking about this evidence, It is helpful to identify 3 or 4 pieces of work that together could fulfil all of the indicators. 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.

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

**Indicator Key** (RAG rating)

I have <b>sufficient</b> evidence to demonstrate this standard/indicator <b>(GREEN)</b>	I have <b>some</b> evidence to demonstrate this standard/indicator <b>(AMBER)</b>	I have <b>no</b> evidence to demonstrate this standard/indicator <b>(RED)</b>
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		The evidence you think you will use to demonstrate each of the indicators. How you acquired the Knowledge e.g. a course module Evidence of application e.g. a piece of work with corroborative evidence such as a report	
Practitioner Standard 1: Practising professionally, ethically and legally		RAG Rating Knowledge?	RAG rating Application?
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 peoples' 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.		
<b>Practitioner Standard 2: Using public health information to influence population health and wellbeing</b>			
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.		
<b>Practitioner Standard 3: Assessing the evidence for public health interventions and services</b>			
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.		
<b>Practitioner Standard 4: Protecting the public from health risks while addressing differences in risk exposure and outcome</b>			
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.		
<b>Practitioner Standard 5: Implementing public health policy and strategy</b>			
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.		
<b>Practitioner Standard 6: Collaborating across organisations and boundaries to deliver the public health function</b>			
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.		
<b>Practitioner Standard 7: Planning, implementing and evaluating public health programmes and projects</b>			
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.		

**Practitioner Standard 8: Communicating with others to improve health outcomes and reduce health inequalities**

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.		

**Using the baseline self-assessment form above, please summarise below any gaps you have identified & your suggested plan to address them:**

<b>Indicator that you have identified a gap in knowledge and/or application</b>	<b>Proposed activity to address gap (i.e. training, shadowing, etc.)</b>	<b>Target completion date</b>



## 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 indicator, 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 **2 of the indicators**, please choose one indicator from section 1-3 of the standards and 1 indicator from section 5 or 7.

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 from a commentary with two indicators written up:



Example extract from a commentary.pdf

Tell us here about a piece of work in no more than 250 words		
<i>[insert title of piece of work here along with an introductory paragraph that puts the work in the national and local context].</i>		
	Practitioner standard indicator met	List the evidence** you would use to demonstrate knowledge and application
(Write your narrative here, demonstrating: How you acquired the knowledge; your understanding of the indicator and how you have applied that understanding within the piece of work for two different indicators in 250 words)	<i>eg 1.1</i>	<i>eg FPH Masterclass – Epidemiology Presentation to Stakeholders</i>

### **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, testimonies etc

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

### **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 3 years of the date of applying for registration (December 2020/January 2021).***

Applicant Signature	
Date	

Please ensure that your Line Manager and/or Director of Public Health complete section E:

### 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.

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

#### Line manager details:

Print name		Position	
Signature		Date	
Email		Contact number	

#### 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.

Print name		Position	Director of Public Health
Signature		Date	
Email		Telephone number	

Any additional comments from Director of Public Health: