



## Appendix 3

Application to the CIEH for the Developmental Portfolio Assessment Route to registration on the UK Public Health Register

### Initial Portfolio Submission

Please refer to the *Guidance for Applicants* booklet when completing this form. Complete the form in block capitals in black ink, or typescript. Be aware throughout that you will have to declare your understanding that any false or misleading information may disqualify you from registration.

## Section A Registration Details

The details submitted in this section will go on the public register (excluding your title). This means that these details will be made available to the public. Therefore, please give here only those details that you wish to be included in the register. Your address will not be made public.

The CIEH and the UK Public Health Register are registered under the Data Protection Act 1998 and all information provided in this form will be held in accordance with the provisions of the Act.

## UK Public Health Register Information

Surname \_\_\_\_\_

Forenames \_\_\_\_\_  
(that will appear on the Register)

Gender              Female              Male  
                             

Geographical Region \_\_\_\_\_

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For Office Use

Date received \_\_\_\_\_ Signed in by \_\_\_\_\_

Documents enclosed

<input type="checkbox"/>	CV	<input type="checkbox"/>	Fee
<input type="checkbox"/>	Portfolio x 2	<input type="checkbox"/>	Testimonial
<input type="checkbox"/>	Competencies pro forma x 2	<input type="checkbox"/>	Professional development plan

## Section B

## Personal Information

Title \_\_\_\_\_ Surname \_\_\_\_\_

Forename/s \_\_\_\_\_

Previous surnames \_\_\_\_\_  
(if applicable)

Gender Female  Male  Date of Birth \_\_\_\_\_

Nationality \_\_\_\_\_

Registered Disabled Yes  No

CIEH Membership Number \_\_\_\_\_  
(if applicable)

## Contact Details

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Email address \_\_\_\_\_  
\_\_\_\_\_

## Work Details (if different from above)

Name & address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Email address \_\_\_\_\_  
\_\_\_\_\_

Job title \_\_\_\_\_

Date of starting this post \_\_\_\_\_

## Relevant qualifications and training programmes

Please include your primary, professional and postgraduate qualifications. Also include all relevant training programmes, whether or not they led to a formal qualification. Alternatively ensure that all the information requested below is included in your CV .

Qualification	Awarding body	Dates of study	Date of award

## Membership of relevant professional bodies

Name of Organisation	Membership status	Date of award

## Registration with relevant professional bodies

Name of Organisation	Registration type (ie statutory/specialist etc)	Reg. Date	Registration no.

Please send certified copies of originals as evidence of your qualifications and your membership/registration of professional bodies. A certified copy of a marriage certificate/original affidavit is required if any documents are in a different name to the one you are currently using.

## Testimonial and Reference

Please attach one testimonial and one other reference from people who can give an opinion on your suitability for registration and in particular your professional competence. Guidance notes are available.

For further detail on testimonials and references, please see the explanatory guidance.

Please give us details of the people providing your testimonial and other reference below.

### Testimonial

Name and contact address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel. \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_

How does the person know you and your work?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Reference

Name and contact address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel. \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

How does the person know you and your work?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Fitness to Practise

Have you read *Good Public Health Practice* and do you understand it and agree to adhere to it in your professional work? Yes  No

Are you aware of any physical or mental condition that might raise a question regarding your fitness to work as a public health specialist? Yes  No   
If YES, please attach a full statement of the matter to this declaration.

Have you ever been convicted of an offence in a court of law or been cautioned either in the UK or any other country (you must include any convictions in the UK that have been spent under the Rehabilitation of Offenders Act 1974, any road traffic convictions, or any offences for which you have been convicted in a military court or tribunal) Yes  No

If yes, you must provide further details below:

Date of conviction or caution  
Name and address of the court or police authority  
Details of any penalty imposed (continue on another sheet if necessary)

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Is any action pending against you in the criminal courts? Yes  No   
If YES, please attach a full statement of the matter to this declaration.

Have you ever been issued with a fixed penalty notice either in the UK or any other country (this does NOT include road traffic offences where you accept the option of paying a fixed penalty notice)? Yes  No   
If YES, please attach a full statement of the matter to this declaration.

Are you, or have you ever been, registered with a professional regulatory body either in the UK or any other country? Yes  No   
If YES, please name the regulatory body:

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Have you ever been suspended from duty, or had a complaint upheld, or had your registration removed while working as a professional in the UK or any other country, or is there any matter pending? Yes  No   
If YES, please attach a full statement of the matter to this declaration. State the name of the Body with whom your case was considered.

Have you ever been refused registration by any regulator or professional body, or are there any proceedings currently pending against you in the UK or any other country that might affect your application for entry to the UKPHR. Yes  No   
If YES, please attach a full statement of the matter to this declaration. State the name of the Body with whom your case was considered.

Have you ever been fined, given a warning or reprimanded by any regulator or professional body in the UK or any other country, or is there any action/investigation pending? Yes  No

If YES, please attach a full statement of the matter to this declaration. State the name of the Body with whom your case was considered.

Are you, or have you, ever been subject to disciplinary action by an employer, university/college or professional body in the UK or any other country? Yes  No

If YES, please attach a full statement of the matter to this declaration. State the name of the Body with whom your case was considered.

Have you ever entered into a settlement arising out of a malpractice or negligence claim in the UK or any other country? Yes  No

If YES, please attach a full statement of the matter to this declaration.

Are you aware of any other issues in your conduct or capability that might raise a question as to your fitness to practise as a public health professional in the UK? Yes  No

If YES, please attach a full statement of the matter to this declaration.

## Declarations - Please ensure you complete both declarations (below and overleaf)

1. All the information I have given in this application is true to the best of my knowledge and belief.
2. I will notify the CIEH and UK Public Health Register of any material changes in this information.
3. I understand that any false or misleading information I have given, or any deliberate omission of relevant information, may disqualify me from registration.
4. I am aware that for continued registration the CIEH and the UK Public Health Register will need to be satisfied that I am still competent to practise.
5. I understand that the CIEH and the UK Public Health Register are registered under the Data Protection Act 1998 and that all the information I have provided will be held by the UKPHR in accordance with the provisions of the Act. Only those contact details I have authorised for inclusion in the public register will appear there. I acknowledge that both bodies may receive information, including adverse information about my fitness to practise, and I hereby consent to the CIEH and the UKPHR processing and disseminating such information for such reasonable purposes as it may determine.
6. I give permission to the CIEH and the UK Public Health Register to approach the GMC/GDC or other appropriate statutory body with whom I am currently registered to obtain information on any previous or pending disciplinary and/or health matter.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

## Declarations - Continued

1. All the information I have given in this application is true to the best of my knowledge and belief.
2. I will notify the CIEH and UK Public Health Register of any material changes in this information.
3. I understand that any false or misleading information I have given, or any deliberate omission of relevant information, may disqualify me from registration.
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6. I give permission to the CIEH and the UK Public Health Register to approach the GMC/GDC or other appropriate statutory body with whom I am currently registered to obtain information on any previous or pending disciplinary and/or health matter.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

## Fees

The fees for assessment can be found on the CIEH website at:  
[www.cieh.org/professional\\_development.html](http://www.cieh.org/professional_development.html)

I enclose payment made payable to the CIEH £

# Checklist for submission of the portfolio

Check to see if you have completed the form in its entirety.

Are both declarations signed? They must not be signed more than 1 month prior to sending the application.

Have you enclosed:

Two copies of the completed pro forma and two copies of your completed portfolio for assessment, including all your evidence. If you have difficulties in reproducing any part of your evidence, please seek advice from the CIEH Education unit.

Two copies of your application form ( a copy in each of your portfolio), with the original signed copy in a separate envelope with the fee

Two copies of your current job description to be included in your portfolio

Certified copies as evidence of your qualifications and membership of professional bodies (see guidance as to who may certify)

Your full curriculum vitae

A certified copy of a marriage certificate/original affidavit is required if any documents are in a different name to the one you are currently using

A professional development plan

Your testimonial and reference

Your registration fees

Both completed declarations

Please send your completed application (including all documentation) to:

CIEH  
Education & Professional Standards Unit  
15 Hatfields  
London  
SE1 8DJ

**Ethnicity** – the information given in this section is for monitoring purposes only and is not a part of the assessment process.

Choose one section from 1 to 5, then tick the appropriate box to indicate your cultural background.

**1 White**

British

Irish

Welsh

Any other White background, please specify \_\_\_\_\_

**2 Mixed**

White and Black Caribbean

White and African

White and Asian

Any other Mixed background, please specify \_\_\_\_\_

**3 Asian or Asian British**

Indian

Pakistani

Bangladeshi

Any other Asian background, please specify \_\_\_\_\_

**4 Black or Black British**

Caribbean

African

Any other Black background, please specify \_\_\_\_\_

**5 Chinese or other ethnic group**

Chinese

Any Other, please specify \_\_\_\_\_

Thank you for completing this form

# Request for a testimonial or reference in support of a portfolio submission to the CIEH for the UK PH Register

*The applicant should send this guidance note to the person they are requesting a reference/testimonial from.*

The CIEH and UK Public Health Register requires as part of its assessment process:

a testimonial in support of the evidence contained in the portfolio assessment and;  
a reference concerning the applicant's fitness to practise as a public health specialist.

Your testimonial or reference will be 'open'. This means the applicant may see it if they wish. The assessment team will obviously see copies as well.

The testimonial should focus on the quality of the evidence submitted in the Portfolio Assessment, supporting the portfolio and the application for registration. It will state, to the best of their knowledge, that the applicant is working at public health specialist level, or has the ability and competence to do so.

If they are working at public health specialist level, the applicant will either have a strategic role and/or report to the Board; if they have the ability and competence to work at public health specialist level, they will be working at a very senior professional level. (We are aware that some senior professionals have the ability to operate at specialist (senior management) level but have not yet attained that level, for various reasons. If an applicant can demonstrate the ability to work at specialist level, they are eligible for registration.)

If you are providing a testimonial, please ask the applicant for a copy of their Portfolio Assessment for your consideration before you write it.

The reference should be a general reference as to the personal qualities and abilities of the applicant regarding their fitness to practise as a public health specialist.

A testimonial is required for each submission of the portfolio.

A reference is required for the initial and final portfolio submissions

Please provide a testimonial or reference about this person within two weeks. It speeds up the process if the applicant can include the testimonial and the reference with their application form and other documentation.

Applicants are asked to nominate people who regularly see the applicant's work, either as their manager or a professional colleague.

## Please cover the following in your testimonial or reference

Name of applicant for registration

How you know the applicant's work (e.g. manager, professional colleague etc.)

Testimonial

The professional competence, knowledge and skills of the applicant in the ten key areas of public health practice as demonstrated in the portfolio assessment

The ability to practise as a public health specialist (see notes above)

## Reference

Please comment on the applicants' professional competence and ability to practise as a public health specialist

Applicant's understanding of the standards of professional conduct summarised in Good Public Health Practice (enclosed), and their ability to abide by them

Applicant's awareness of the limitations of their own professional competence, and ability to stay within them

## Additional comments

Your name (printed), position, and signature

The date

Please return your testimonial or reference to the applicant. If the CIEH have requested the testimonial or reference, please return it to:

CIEH  
Education & Professional Standards Unit  
15 Hatfields  
London  
SE1 8DJ

We are very grateful for your help with this process. The role of referees is vital in forming a rounded and accurate picture of each applicant's competence.

If you need more information about the CIEH or UK Public Health Register or any aspect of the assessment process, please contact us on:

e-mail: [education@cieh.org](mailto:education@cieh.org)

tel: 020 7827 5929

# Framework of competencies for portfolio assessment

This pro forma accompanies the portfolio to indicate which competencies are being claimed to have been met by the application.

This version contains abridged descriptions and is to be used solely for submission with the portfolio.

The full descriptions of the framework can be found in appendix 2 in the *Guidance for Applicants*, that document should be used for direction.

## Section 1: Knowledge Base ("Knowledge")

Write the short code (ie KH1) in the box to indicate the competency which is being claimed for in this portfolio

### Assessment of health and well being

- KH1 Monitoring systems and trend data analysis
- KH2 Use of a range of data to describe the health of the population
- KH3 Interpretation and limitations of different types of data

### Determinants of health

- KH4 Assessment of social, economic, biological and environmental determinants of health.
- KH5 Assessment of health inequalities including use of social deprivation indices

### Methodologies and statistics

- KH6 The use of statistical methods to assess and describe population
- KH7 Analysis of methodologies to describe the public health needs of a population
- KH8 Analysis of data on a small area basis

### Health promotion

- KH9 Theoretical models and principles of health promotion practice
- KH10 Strategies for promoting health to reduce inequalities and achieving longer-term equity
- KH11 The principles of change management and organisational development

### Prevention and screening

- KH12 The principles of screening for early detection, prevention and control of disease
- KH13 The principles of primary, secondary and tertiary prevention programmes
- KH14 The role and principles behind vaccination and immunisation in prevention of disease

### Health protection

- KH15 An overall understanding of local health protection arrangements
- KH16 The nature of major communicable and non-communicable disease
- KH17 The principles of the modes of transmission
- KH18 Management of an outbreak
- KH19 The principles of assessing and communicating risks to health and well-being

## Health protection (continued)

- KH20 The principles of the public health aspects of emergency planning
- KH21 The law relating to public health protection

## Use of media

- KH22 The principles of, preparation for, and effective delivery of messages through the media

## Developing quality and risk management within an evaluative culture

- KH23 Critical appraisal of the quality of primary and secondary research
- KH24 Assessment of evidence of effectiveness of services, programmes and interventions
- KH25 The different ways of assessing outcomes from a range of perspectives
- KH26 The principles and methods of improving quality

## Collaborative working for health

- KH27 The principles and methods of partnership working
- KH28 Awareness of how organisational cultures can influence outcomes of collaborative work
- KH29 The roles different organisations, agencies, individuals and professionals play
- KH30 How to manage in a multi-agency environment to bring about change

## Developing health programmes and services and reducing inequalities

- KH31 Inequalities in the distribution of health and health care
- KH32 The principles of ethical decision making in the context of clinical and cost effectiveness
- KH33 The appropriate use of performance indicators and monitoring information
- KH34 Project planning and project management

## Policy and strategy development and implementation

- KH35 The importance and impact of public policy and legislation on health at all levels
- KH36 Different tools and methods to assess impact on health

## Working with and for communities

- KH37 The principles of, and strategies for, community development
- KH 38 Methods of involving the public and communities in improving health
- KH39 The role of social, cultural and psychological factors in perceptions of health and illness
- KH40 Assessing the impact of a community empowerment strategy

## Strategic leadership for health

- KH41 Different models of leadership and their appropriate application in different contexts
- KH42 Ways in which individuals and teams
- KH43 Up-to-date knowledge of public health issues

## Research and development

- KH44 Different research methods and their application for understanding public health issues
- KH45 Identification of important and answerable research questions
- KH46 The role and importance of research in public health

## Ethically managing self, people and resources to improve health

- KH47 Ethical and legal issues surrounding confidentiality and data protection information
- KH48 The principles of budget management and financial probity
- KH49 The principles of good employment practice, including fair and effective recruitment.
- KH50 The principles and relevance of management skills
- KH51 The importance of critical reflective practice

## Section 2: Application of Knowledge (“Shows”)

### 2a. Core Competencies - Common to all working in Public Health

#### Core Area 1

##### Surveillance and assessment of the population's health and well-being

- SH1.1 Assess and describe the health needs of a defined population
- SH1.2 Analyse data taking into account demographic and other differences between groups
- SH1.3 Accurately communicate findings and recommendations to others

#### Core Area 2

##### Assessing the evidence of effectiveness of health and healthcare interventions, programmes and services

- SH2.1 Conduct a literature review, defining a search strategy and summarizing results.
- SH2.2 Apply research evidence to influence programme interventions
- SH2.3 Interpret and balance evidence from a range of sources to inform decision-making.

#### Core Area 3

##### Policy and strategy development and implementation

- SH3.1 Interpret and apply national policy or strategy at local, regional or national levels
- SH3.2 Use appropriate methods to assess the impact of policy on health at any level

#### Core Area 4

##### Leadership and collaborative working for health

- SH4.1 Lead or play a key role in a multi-agency group to influence the public's health.
- SH4.2 Define, recruit and engage relevant stakeholders
- SH4.3 Use management skills successfully within a multi-agency arena
- SH4.4 Engage and lead a team effectively
- SH4.5 Adopt different leadership styles according to different settings and circumstances.
- SH4.6 Prepare and deliver written and verbal presentations to a range of different audiences
- SH4.7 Demonstrate effective use of media for public health.
- SH4.8 Manage a project to successful completion within available resources and timescales.

## Section 2b: Non Core Competencies

- SH A** Apply health promotion theories to public health programmes
- SH B** Develop and implementing programmes to enable people to change their knowledge, attitudes and behaviour concerning health choices programmes, taking account of the context in which target behaviours are performed, or planning or commissioning or evaluating such programmes
- SH C** Apply principles of change management and organizational development to improve health/ service delivery or public health programmes
- SH D** Use of a range of community involvement methods in needs assessment, planning, development, implementation or evaluation of services, programmes and interventions.
- SH E** Supporting communities in the articulation of their own health concerns and prioritizing these into an agenda for action.
- SH F** Acting as an advocate for the public's health and articulation of the needs of vulnerable groups.
- SH G** Advise on different aspects of screening and immunization programmes.
- SH H** Contribute to the management of an outbreak.
- SH I** Participate in actual or simulated chemical, radiological or other major incident.
- SH J** Deal with the public health consequences of single cases of communicable disease.
- SH K** Communicate advice on threats to health to a wide audience.
- SH L** Development, implementation and monitoring of health or public health programme which is informed by consideration of health inequalities.
- SH M** Develop of pragmatism and political ability when informing prioritization, resource allocation and rationing decisions in health and other service delivery.
- SH N** The application of research methods and research rigour to research of other work.
- SH O** Determination of priorities for research and development areas.
- SH P** Turning a complex public health problem into an answerable research question.
- SH Q** Selection and setting up of key information tools, methodologies and systems to answer complex public health epidemiological questions and issues.
- SH R** Teaching and training including planning or commissioning or undertaking quality assurance of education and training schemes or programmes; teaching based on own programme development work

## Section 3: Ethical Management of Self

'Shows'

- EMS1** Manage own time and workload
- EMS2** Act as an effective team or committee member
- EMS3** Budget or resource management
- EMS4** Supervision and / or recruitment of staff
- EMS5** Reflective learning e.g. through CPD and personal development plan