

Specialty specific guidance on documents to be supplied

Public Health Medicine

Can I get advice BEFORE I submit my application?

You are strongly advised to contact the Faculty of Public Health www.fph.org.uk for guidance BEFORE you submit an application or a reapplication. Applicants are also advised to consult the Faculty of Public Health (FPH) documents:

- Good Public Health Practice (GPHP), http://www.fph.org.uk/prof_standards/general_standards/default.asp
- Public Health Curriculum, http://www.fph.org.uk/prof_standards/general_standards/default.asp

The curriculum document outlines possible evidence that a trainee would provide to demonstrate competence in the 9 key areas of the CCT curriculum. For further details see the curriculum and associated assessment documentation.

What is the indicative period of training for a CCT in Public Health?

The indicative period of training for a CCT in Public Health is 5 years; it is very unlikely that an applicant would achieve the knowledge and competencies required for a CCT in a shorter period of time. The FPH [learning outcomes database](#) identifies the individual learning outcomes that must be acquired in order to gain a CCT. This can be found at

http://www.fph.org.uk/training/curriculum/learning_outcomes_framework/database.asp

Public Health training spans three phases of training. Each phase of training has identified learning outcomes. UK Public Health trainees must move between, and complete, all three phases of training in order to be recommended for a CCT.

If I have not obtained the MFPH examination what alternative evidence should I supply?

If you have not obtained the MFPH examination please include details of all postgraduate qualifications, their level and the content of the syllabus/ curriculum.

For further specific guidance on the types of documentation that could be provided please contact PMETB. Alternatively, you are able to contact the Chair of the FPH Equivalence Committee at educ@fph.org.uk

Sep-09

Domain 1 – Knowledge, Skills and Performance

Qualifications

Primary Medical Qualification	
Specialist Medical Qualification(s) – (including other appropriate postgraduate examinations).	<p>The College has curricula and syllabi for the following qualifications covering the following periods of time: -</p> <p>MFPH – This qualification is for membership of the Faculty of Public Health and is an essential requirement for UK trainees to acquire to complete training. These are assessed via national examinations and documented in the curriculum.</p> <ul style="list-style-type: none"> - Part A - syllabus, structure and content can be found at http://www.fph.org.uk/exams/part_a/default.asp - Part B – Competences, structure and content can be found at http://www.fph.org.uk/exams/part_b/default.asp - (Old) Part II examination information can be found at http://www.fph.org.uk/exams/partII.asp. This examination ceased to be offered in 2005 and superseded by the Part B examination. <p>If your Specialist qualification is covered by these documents then curricula/syllabi do not need to be submitted with your application.</p> <p>Applicants must demonstrate an appropriate test of knowledge to that required for the CCT which is the MFPH or provide evidence that demonstrates equivalent knowledge List here alternative forms of evidence – see comments on Generic guidance under papers, presentations, research, and teaching. Applicants can provide documentary evidence and FULL details of their role as an examiner, trainer or assessor for professional and appropriate postgraduate organisation. Evidence and FULL details are also required for posts held/ experience in teaching and supporting trainees/ students. PLEASE NOTE THAT THE ORGANISATION, LEVEL OF EXPERIENCE, COURSE CONTENT, AND DURATION OF POST SHOULD ALSO ACCOMPANY ANY INFORMATION.</p>
Unsuccessful attempts at examinations	All information relating to any attempt at examinations must be submitted with your application and will be confirmed with the Colleges (FPH) examinations records.
Curriculum/ Syllabus (if undertaken outside the	The College has curricula and syllabi for the following training programmes covering the following

UK)	<p>periods of time: -</p> <p>PH Curriculum - http://www.fph.org.uk/training/downloads/MASTER_PH_Curriculum.pdf Public Health competences (pre August 2007) - http://www.fph.org.uk/training/curriculum/what_you_learn/ph_competencies.asp</p> <p>If your training is covered by these documents then curricula/syllabi do not need to be submitted with your application. If you feel that your training is not covered by these documents you MUST include documentary evidence to support this.</p>
Specialist Registration outside the UK	<p>The College has specialist registration requirements for the following countries: - UK and Hong Kong (2008 onwards). If your Specialist Registration is covered by the above list then you do not need to submit the documents.</p>
Honours/Prizes	Please provide full details and entry criteria for honour/ prize.

Assessments and Appraisals

Appraisals/ assessments	Evidence of ALL appraisal assessments must be included.
RITAs / ARCPs/ Training assessments	Provide documentation of ALL formal RITA/ ARCP assessments. These should be accompanied with any supporting documentation which contributed to the award of such forms at formal assessments.
360° / Multi-source Feedback	
Awards	
Participation in Assessment / Appraisal and appointments process	Applicants should detail their level of involvement and rationale for this whilst including any appropriate documentary evidence.

Portfolio/ evidence of work undertaken

Portfolio	<p>On call log book required, - structure outlined in curriculum document page 73 Reflective summaries – structure outlined in curriculum document pages 74-75</p> <p>Portfolio summary sheets</p>
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	<p>Public Health doctors would be expected to maintain a portfolio in place of a log book, which should include evidence of the 186 learning outcomes across the 9 key areas of public health practice (supported by reflective summaries)</p> <ul style="list-style-type: none"> • Health assessment and surveillance (page 37) • Assessment of evidence of effectiveness (page 39) • Policy and strategy development (page 43) • Leadership and collaborative working (page 45) • Health improvement (page 49) • Health protection (page 53) • Health and social service quality (page 58) • Health intelligence (page 62) • Academic public health (page 65)
Consolidation /cumulative data sheets/ summary lists	Not applicable
Reports	<p>Reports that demonstrate evidence of competencies as outlined in the curriculum i.e health needs assessment reports, health impact assessment and / or the publication / presentation of a local policy, etc</p> <p>Outbreak / incident reports</p>
Rotas / Timetables / job plans	

Details of posts and duties

Employment letters/ Contracts of employment	
Job descriptions	
Job plans	<p>A job description should suffice. All other competencies under key areas should be evidenced in the portfolio.</p>

Research, publications and presentations

Research papers, grants	To include evidence of preparing and presenting a paper with specific policy recommendations to a major decision making body that enables the achievement of desired change in population health or health policy.
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	Book chapters, articles in the media, press releases with confirmation that you provided the information
Publications within specialty field	Any appropriate publications in peer reviewed journals in the field of Public Health
Presentations, poster presentations	

CPD/CME

CPD record certificates	ALL AVAILABLE DOCUMENTARY EVIDENCE
CPD registration points from Faculty Of Public Health	ALL AVAILABLE DOCUMENTARY EVIDENCE
Certificates of attendance at courses, workshops and at local, national/international meetings or conferences	This should include any reflective notes for the event that has been attended.
Membership of professional bodies and organisations	Membership certificates or confirmation letters should be included.

Teaching and Training

Teaching timetables	
Teaching	Teaching plans and details of audience should be included.
Feedback/Evaluation Forms from those taught	
Letters from Colleagues	
Attendance at teaching/appraisal courses	

Domain 2 – Safety and Quality

Participation in audit, service improvement

Audits undertaken	Examples of any Public Health audit undertaken
Service Improvement meetings	Including writing or appraising business cases and service specifications, development of clinical guidelines and quality standards, calculation of population costings for new technologies, reports on commissioning and delivery of clinical services
Clinical Governance meetings	

Probity and health

Statement of probity and health (from GMC or current regulatory body)	
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Domain 3 – Communication, Partnership and Teamwork

Your SSG has that the applicant must be able to work effectively with media in a pro-active and reactive manner including undertaking interviews with radio and television – what evidence were you looking for to cover that competence and where would you want to include it in your SSG?. – Any examples of press releases, radio/tv interviews or evidence of attendance at media courses.

Participation in directorate & management meetings

Attendance at Multidisciplinary meetings	
Letters from Colleagues	

Leadership

Testimonials / letters from colleagues	Including evidence of leading the local implementation of a national (surveillance) policy
Chairing meetings / Leading projects	This can be evidenced by the appropriate meeting agendas and minutes of meetings.

Domain 4 – Maintaining Trust

Participation in ethics committees

Attendance at Multidisciplinary meetings	
Letters from colleagues	

Relationships with patients

Testimonials / letters from colleagues	
Thank you letters/ cards from colleagues/ patients	
Complaints and responses to complaints	

Unsuccessful applications / poor evidence

It is the experience with respect to the specialty of Public Health that the following areas are where unsuccessful applications usually provide inadequate or poor evidence: -

Insert areas where evidence is poor