



Faculty of Public Health

Of the Royal Colleges of Physicians of the United Kingdom

Working to improve the public's health

CPL NHS PCT DPH Q&As

1. *Have you read the most recent version of the Faculty's guidance for AAC assessors?*
 - It can be found on the website at http://www.fph.org.uk/prof_affairs/downloads/guidance_for_public_health_appointments/Assessorsguidance.doc
 - It is intended to answer most questions.
2. *Have you read the DH's HR guidance for PCT DPH appointments?*
 - It can be found through the Faculty's website at http://www.fph.org.uk/prof_affairs/guidance_for_public_health_appointments/national_regulations.asp
3. *Where does an assessment centre fit into the AAC process?*
 - The DH has used an external consultancy-run assessment process for all new director posts. For DPH posts (or any other public health posts at consultant level where a similar process is used), the results for all candidates from the assessment centre/process *must* be fed back to the entire panel for use in short-listing and/or interview alongside the information provided by individuals in their applications. Selection at shortlisting and interview must only be done against the agreed selection criteria in the person specification. *The results from the assessment centre alone must not be used as a selection tool at any stage in the process.*
4. *What if an applicant does not yet have specialist registration?*
 - Applicants who are in the process of applying for specialist registration are eligible for shortlisting for consultant posts, including those at DPH level, if they can provide appropriate documentary evidence. However, they must not take up the post until such time as they have gained specialist registration. Any offer of employment will be subject to gaining entry to the register within a time limit set by the employer. Employers may need to be advised that although applicants will be able to provide documentary evidence that an application is in progress, no guarantee can be made as to the outcome of an application to the GMC/GDC/UKVR specialist registers.
 - If the applicant has not applied for inclusion in a specialist register the applicant cannot be short-listed.
5. *Do the same procedures apply as for a 'normal' AAC?*
 - Yes - you should, as normal :
 - i. never assume that you have been properly appointed to an AAC until you have checked with the Faculty office (even for these posts); this applies each time you are asked to take part, even if the post is being readvertised and you have already taken part or agreed to take part previously
 - ii. expect to see copies of *all* applications including proof of specialist registration
 - iii. be involved in the whole process (ie short-listing and interview)
 - iv. return a jointly completed assessor's report form to the Faculty *for each post* even if (especially if) the AAC is cancelled at any stage
6. *Can I claim expenses and who pays them?*
 - Yes, the employer will reimburse your actual expenses including travel, hotel accommodation and other subsistence allowances. You should raise this with the employer at an early stage if no information is provided when the employer first contacts you.
7. *Will all the DPH appointments for reconfiguring PCTs be joint with the local authority?*
 - No, although the majority of them will be. The clear intention of the DH and the main focus of the current reorganisation is that reconfiguring PCTs will normally be joint with the local authority. However, this arrangement may not be appropriate in a few cases where PCT boundaries are not coterminous with those of the local authority, for example, Great Yarmouth & Waveney Teaching PCT. This is the only PCT so far of which we are currently aware where the discussions between the PCT and LAs have led to this outcome.