Defined Specialists' Portfolio Development Support Programme (DSP)  
Application Guide

Introduction
The UK Voluntary Register for Public Health Specialists has been open for the registration of generalists since May 2003. In June 2006, the Register was opened for the registration, by retrospective portfolio assessment, of defined specialists i.e. senior public health practitioners working in strategic and specific, defined areas of public health.

Inclusion on the Register is recognition of a practitioner’s competence, professionalism and ethical self-management, both by one’s peers in the field of Public Health and by the wider Public Health community.

In 2008-9 changes have been agreed to the way in which portfolios may be submitted. In the past it has only been possible to submit in one complete submission. This has now expanded to include the option to submit elements of the portfolio over a period of time.

Developmental Portfolio Assessment Route to Registration
This is a new route, formulated and managed by the Chartered Institute of Environmental Health, which retains the robust nature of the UK PHR Board’s own retrospective portfolio assessment against the Assessment Framework and combines this with a professional developmental process to deliver competent Defined Specialists in Public Health.

It is open to all practitioners, working in Environmental and Public Health, who feel they can meet the requirements of the Assessment Framework, and who want to do this in a staged, developmental way.

The process by which an applicant can gain registration to the UK Register via this route is by a series of retrospective portfolio submissions AND the by the demonstration of a Professional Development Plan. With the exception of the initial application, there is no prescribed minimum size for any submission. It is, however, expected that applicants will require no more than three further submissions to fully demonstrate their coverage of the assessment framework.

South Central Defined Specialist Programme
Funding has been provided by the Department of Health in the past to SHAs to support programmes for people across England wanting to register as defined specialists. In the South Central area, the programme is commissioned and provided by NHS Education South Central as an element of the Public Health Development range of programmes.

The precise programme of support throughout the year will be designed with new participants at the first workshop with the facilitator: Paul Robinson, Director of Education & Standards of the Chartered Institute of Environmental Health through the development of learning contracts.
Employer commitment

The time and energy involved in putting together such a portfolio is considerable and it will be difficult to achieve without the commitment of employers. Applicants are asked to gain agreement from their employer that they support the application and that they are prepared to grant up to ten days’ study leave per year of the programme as required. It is recommended that working on this is part of the normal appraisal and CPD process and may, in some cases, form part of an applicant’s job description/objectives.

Application Process

All those interested in being considered for the DSP will need to make a written application for consideration by the Head of PH Development Programmes and the provider of the DSP Programme. Criteria will be related to working at a sufficiently senior and strategic level as well as demonstration of specialist expertise in a defined area of public health practice. In order to assess this, we require the completed documentation as requested. In addition we need a commitment to supporting the required number of days for development (see below).

Selection of Candidates

While there is no specified number of places on the Portfolio Development Programme, candidates will be assessed against their application. You will be contacted within fourteen days of the closing date and given feedback. Applicants will need to demonstrate higher achievement in at least one area of public health specialist practice and have a sound public health knowledge base at post graduate level. Those candidates for whom it is thought not to be an appropriate development route will be supported with individual professional career guidance and advice, as required.

2010-11 DSP Programme

For new applicants, a full introductory workshop will be provided in April 2010 as below. Between now and then feedback will be given to enable successful participants to begin the preparatory work. In 2010/11 ten days will be allocated for support to undertake the work. This will comprise a series of a day a month for individual 1:1 contact time with the facilitator and peer support interspersed with days of protected time to work on the portfolio at office/home. If necessary, arrangements can be made to set up a teleconference with peers during protected-time days.

Dates and venues

Please mark the dates below in your calendars at this stage to keep them safe! Sessions have been held at Shaw House in Newbury in the past. We will continue to use Shaw House or another venue in Newbury throughout the year unless a different arrangement is agreed by the group and the facilitator.
### Date 2010-11

<table>
<thead>
<tr>
<th>Date</th>
<th>Focus</th>
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<tbody>
<tr>
<td>Thursday 22(^{nd}) April 10 Morning</td>
<td>1:1s with facilitator by arrangement for existing cohort</td>
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<tr>
<td></td>
<td>Afternoon</td>
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<tr>
<td>Thursday 20(^{th}) May 10</td>
<td>Protected time</td>
</tr>
<tr>
<td>Thursday 24(^{th}) June 10</td>
<td>1:1s with facilitator by arrangement</td>
</tr>
<tr>
<td>Wednesday 21(^{st}) July 10</td>
<td>Protected time</td>
</tr>
<tr>
<td>Wednesday 15(^{th}) September 10</td>
<td>1:1s with facilitator by arrangement</td>
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<tr>
<td>Thursday 21(^{st}) October 10</td>
<td>Protected time</td>
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<tr>
<td>Thursday 18(^{th}) November 10</td>
<td>1:1s with facilitator by arrangement</td>
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<tr>
<td>Three more dates to be confirmed</td>
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* If you are a new applicant but unable to attend on the date of this introductory session, please submit your application anyway, and we will provide the introduction in a different format.

Please send your application to:
Debbie Durrant, Public Health Development Support Manager,

**By Monday 12\(^{th}\) April 2010**

NESC, Southern House, Sparrowgrove, Otterbourne, Hampshire  SO21 2RU
either by post, fax or by email: Debbie.durrant@nesc.nhs.uk
Fax: 01962 718401
Tel: 01962 718491

For further specific information about this and other development opportunities, please contact Joanna Chapman-Andrews, Head of Public Health Development Programmes, NESC
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