

# Board of Assessors – registrant pharmacist member (Scotland representative) Role and person specification

## Contents

Introduction .....	3
Pharmacist initial education and training.....	3
The registration assessment .....	3
Principle function of the Board of Assessors.....	4
Remit of the Board of Assessors.....	4
Duties and responsibilities of the Board of Assessors .....	4
Adjustments panel .....	5
Misconduct principal hearing panel .....	5
Competencies of the Board of Assessors .....	5
Terms of office .....	5
Composition of the Board of Assessors .....	5
The test for making decisions.....	6
Legal liability .....	6
Ways of working.....	6
GPhC Associate workers .....	6
Performance and competence .....	6
Education and training.....	6
Conflicts of interest and prohibitions .....	7
Confidentiality.....	7
Remuneration .....	8
Appendix 1: Board of Assessors role and person specification: pharmacist member .....	9



**Appendix 2: Core competency framework for members of the Board of Assessors ..... 10**

## Introduction

The General Pharmaceutical Council (GPhC) and the Pharmaceutical Society of Northern Ireland (PSNI) are the pharmacy regulators in Great Britain and Northern Ireland respectively. Their role is to protect and maintain the health, safety and wellbeing of members of the public by upholding standards and public trust in pharmacy.

The common work of the regulators includes:

- setting standards for the education and training of their registrants/members, and approving and accrediting their qualifications and training
- maintaining a register of their pharmacy professionals
- setting the standards that pharmacy professionals have to meet throughout their careers
- investigating concerns
- setting standards for registered pharmacies that require them to provide a safe and effective service to patients

Passing the regulators' common registration assessment is a pre-requisite for registering as a pharmacist.

## Pharmacist initial education and training

The GPhC sets standards – including learning outcomes - for the initial education and training of pharmacists, and quality assures course provision through its accreditation processes. To register as a pharmacist in Great Britain, those training in Great Britain must pass a GPhC-accredited Master of Pharmacy (MPharm) degree, satisfactorily complete 52-weeks foundation training, and pass the registration assessment. Those who trained as a pharmacist in a country outside of the EEA and wish to register in Great Britain, must pass a GPhC-accredited one-year conversion programme (Overseas Pharmacists' Assessment Programme - OSPAP), satisfactorily complete 52-weeks of foundation training, and pass the registration assessment. To register as a pharmacist in Northern Ireland with the PSNI, those training in Northern Ireland must pass a GPhC-accredited Master of Pharmacy (MPharm) degree, satisfactorily complete 52-weeks foundation training, and pass the registration assessment.

Most trainees sit the registration assessment during their foundation training year. The Board of Assessors is not responsible for the foundation training year.

## The registration assessment

The primary purpose of the assessment is to ensure that trainee pharmacists demonstrate an understanding of how to apply knowledge appropriately and in a timely manner when making professional judgements in pharmacy practice contexts. In addition, it ensures that candidates are appropriately numerate to practice as a pharmacist.

Assessment questions are written by question writers, all of whom are pharmacists, and each question undergoes a multi-stage review process before being considered for inclusion in a paper. All quality assured questions are stored in a question bank.

The standard required to pass is set using Angoff methodology and is maintained using Item Response Theory. Angoff scoring is undertaken by pharmacist standard setters who are all patient-facing practitioners.

The setting and moderating of assessment papers, and the awarding of pass and fail results, is carried out by the Board of Assessors. Each sitting of the registration assessment comprises two assessment papers – a free text calculations paper in which calculators may be used (Part 1), and a multiple-choice paper (Part 2).

Each part is designed to test the application of knowledge and may include additional reference material such as Summary of Product Characteristics and photographs. To pass the registration assessment, both parts must be passed in the same sitting. Candidates have three attempts to pass the assessment. More information of the registration assessment can be found on the GPhC website.

## Principle function of the Board of Assessors

The principal function of the Board is to maintain the standard and integrity of the registration assessment and ensure that it continues to reflect contemporary practice.

## Remit of the Board of Assessors

The remit of the Board is to:

- ensure that registration assessment papers are reliable and valid;
- set and maintain an appropriate standard;
- agree results and ensure accuracy of reporting;
- report to the GPhC's Council on the performance of candidates and papers;
- advise the GPhC on the development of the registration assessment

## Duties and responsibilities of the Board of Assessors

The duties and responsibilities of the Board are to:

- ensure papers are fit for purpose and are of an appropriate and consistent standard;
- approve papers for the registration assessment;
- approve example questions;
- agree the process to be followed for setting and maintaining the standard of the assessment;
- agree the **Registration Assessment Regulations**;
- ensure the Registration Assessment Regulations are correctly applied;
- set the **Registration Framework** and review it routinely to ensure that it remains fit for purpose to reflect contemporary practice;
- agree any reference materials or items of equipment that may be used during the assessment, such as the use of calculators;
- confirm the marks achieved by candidates and determine which candidates have passed;
- analyse the performance of questions after each sitting and to amend pass marks for a sitting if necessary, on the basis of an analysis of performance;
- ensure marks are awarded in a fair and equitable manner;
- consider requests for an assessment attempt to be nullified;

- ensure the Registration Assessment is conducted with regard to relevant legislation, such as the Equality Act 2010 in GB and the relevant Equality legislation in NI;
- report to the GPhC's Council about performance of the registration assessment;
- advise the GPhC on changes to pharmacy practice and assessment practice that may have a bearing on the registration assessment
- contribute to the training and development of question writers and standard setting panel members, as required.

## Adjustments panel

The Board makes reasonable adjustments to the conduct of the registration assessment to accommodate candidates with specific needs. The Board does this through an adjustments panel, which includes in its membership adjustments advisers, who are experts on individuals with specific needs and assessment.

## Misconduct principal hearing panel

Allegations of candidate misconduct during the registration assessment are heard by a principal hearing panel comprising of three members of the Board of Assessors, with one member chairing the hearing. To reach a decision, the principal hearing panel will consider all of the evidence, and then determine whether it is more likely than not that the facts found proved amount to misconduct.

## Competencies of the Board of Assessors

Collectively, the Board must have knowledge and understanding of:

- contemporary pharmacy practice, including devolved practice;
- the registration assessment framework;
- the registration assessment regulations;
- contemporary assessment;
- the initial education and training for pharmacists, including the foundation training year; and
- relevant legislation, such as the Equality Act 2010 in GB and the equivalent legislation in NI.

See Appendices for detailed role requirements and the Board of Assessors' core competency framework (appendix 2).

## Terms of office

Terms of office are four years, with the option of reappointment for another four years.

## Composition of the Board of Assessors

The Board of Assessors must comprise a minimum of 10 members including:

1. pharmacists:
  - a. one of whom must practise wholly or mainly in England; and
  - b. one of whom must practise wholly or mainly in Wales; and

- c. one of whom must practise wholly or mainly in Scotland; and
  - d. one of whom must practise wholly or mainly in Northern Ireland.
2. pharmacist academics/professional pharmacy practitioners/pharmaceutical scientists from schools of pharmacy running an accredited MPharm degree;
  3. non-registrants with relevant health educational and assessment expertise.

Quoracy: The Chair and four members.

## The test for making decisions

Decisions of the Board will be made on the balance of probability - that is, the civil test.

## Legal liability

The GPhC's professional indemnity insurance covers members of the Board for their work on behalf of the GPhC.

## Ways of working

The Board is likely to meet between 6 and 10 times per annum. The Board, or an agreed sub-group of the Board, may be convened for other purposes throughout the year. Membership of sub-groups is agreed by the Chair.

Meetings are a hybrid of virtual and 'in person' meetings. In person meetings are mostly held at the GPhC's office in central London. Members are expected to attend all meetings.

## GPhC Associate workers

Members of the Board are associate workers of the GPhC. As such they are bound by the GPhC's:

- Code of conduct for Council members and GPhC associates;
- Standard of education and training for Council members and GPhC associates; and
- Standard of attendance at meetings for Council members and GPhC associates

These are available on request.

The membership of the Board will be made public, as is the case for other associate workers. Contact details will not be made available.

## Performance and competence

Performance will be reviewed against the core competency framework for members of the Board of Assessors (Appendix 2). Members are required to meet all Level One competencies. Performance is reviewed through an annual appraisal system. Members are appraised by the Chair of the Board. The Chair is appraised by the Chair of the GPhC Council.

## Education and training

Members are required to attend education and training events as required. New members of the Board will receive induction training.

## Conflicts of interest and prohibitions

Members of the Board may not act as a designated supervisor or designated prescribing practitioner during the period of their appointment, but may be associated with pharmacist education and training, including foundation training.

Members of the Board may not benefit from their appointment as Assessors. Among other things this means members may not write books, run websites or courses about the registration assessment during their period of appointment.

Members of the Board may not attend a public event *ex officio* without prior approval from the GPhC. Members of the GPhC's Council may not be members of the Board. Members of the Board must complete a register of gifts, interests and hospitality annually. If any member of the Board thinks they might have a material conflict of interest, they are advised to contact the GPhC for advice.

## Confidentiality

The Board must always maintain confidentiality. **Board members must not:**

- share any confidential information gained during meetings, or that you are made aware of during your membership of the Board of Assessors.
- speak on behalf of the Board or the GPhC, or comment publicly on its work, unless this has been agreed in advance with the Administrator. This includes communication in written form and via social media.
- discuss questions, assessment papers or other confidential information with anyone other than fellow board members, GPhC education staff and the registration assessment advisor

**Board members must:**

- only transfer confidential information or files relating to the work of the Board to the GPhC using the Board of Assessors' secure site or by using a method which has been agreed in advance within the Administrator.
- keep personal log-in information for the Board of Assessors' secure site confidential and notify the Administrator immediately if log-in information has been compromised.
- only store electronic files relating to the work of the Board on personal computers or devices if they require secure access, or files contained within them are stored in encrypted format.
- delete any electronic files relating to the work of the Board that are stored on personal devices as soon as they are no longer needed for the work of the Board. All files concerning Board work must be deleted, at the end of your contract, or upon demand.
- inform the Administrator immediately if there is reason to believe that the security of assessment papers, or other confidential documents relating to the registration assessment or the work of the Board has been compromised.
- refer any direct communication you receive from external parties relating to the registration assessment or the work of the Board to the Administrator.

## Remuneration

Members of the Board receive a daily rate, currently £305.10 per day, for attendance at meetings, with additional specified allowance for associated preparatory work. Fees for associates are set by the GPhC Council and reviewed periodically. Expenses are reimbursed in line with the GPhC's Associates and Partners expenses policy.



## Appendix 1: Board of Assessors role and person specification: pharmacist member

### Duties and responsibilities of Pharmacist Board members

Pharmacist members of the Board bring their expertise as pharmacists to the Board and help to ensure that the primary purpose of the Registration Assessment is upheld.

### Duties and responsibilities

- Attending and participating in meetings of the Board of Assessors, including any sub-group meetings
- Approving papers for the Registration Assessment
- Ensuring marks are awarded in a fair and equitable manner
- Ensuring the Assessment Regulations are correctly applied
- Confirming the marks achieved by candidates and determining which candidates have met the pass criteria
- Reviewing the performance of questions after each sitting
- Considering requests for an assessment attempt to be nullified
- Considering requests for reasonable adjustments in the assessment in line with the Equality Act 2010 in GB and the relevant legislation in NI
- Advising the GPhC's Council on aspects of the Registration Assessment
- Ensuring the Registration Assessment is conducted with regard to relevant legislation and regulation
- Maintaining confidentiality at all times

*The above criteria are not exclusive or exhaustive and may alter depending on the needs of the GPhC*

### Essential criteria:

- Extensive experience of being a pharmacist registered with GPhC or PSNI.
- Experience of assessing competence/performance in pharmacy.
- Experience of developing and/or quality assuring assessments.
- Familiar with the standards for foundation pharmacist training.
- Familiar with the knowledge and skills expected of early career pharmacists.
- Current or recent involvement in planning or delivering pharmacy education either at the undergraduate, foundation or early post registration stage.
- Experience of joint decision making, for example, as a member of an assessment board, a clinical team, communities of practice, faculty, or project team.
- Excellent communication skills and ability to verbally articulate views clearly and concisely.
- Ability to consider competing arguments and reason logically to reach decisions.
- Able to demonstrate level one competencies specified in the Core Competency Framework.

**Desirable criteria:**

- Knowledge and/or experience of contemporary standard setting methodologies.
- Current or previous involvement on an examination board.
- Experience of using multiple choice questions in assessment.
- Experience of developing and applying assessment regulations.
- Experience of interpreting assessment statistics.

**Appendix 2: Core competency framework for members of the Board of Assessors**

This framework details the essential competencies for GPhC's Board of Assessors (the 'Board') members. Additional competences exist for the Chair.

**Definition of competency**

In this schedule, 'competency' means the combination of knowledge, skills, attitudes and behaviours required by a person in order to perform effectively as a member of the Board.

**Competency levels**

Level One applies to all members of the Board.

**Competency 1: Law and procedure**

**(including the application of guidance issues by the GPhC and relevant legislation)**

Level One:

- Demonstrates knowledge and understanding of the legal and procedural frameworks which govern the functions of the Board.
- Demonstrates the ability to participate in reasoned decision making, based on evidence and taking account of any relevant guidance issued by the GPhC.
- Demonstrates ability to formulate clear and adequate reasons for decisions based (where appropriate) upon documents published by the GPhC's Council.
- Reviews performance regularly, adapting skills and approach to improve personal and team effectiveness.

**Competency 2: Working in a collaborative and professional manner**

Level One:

- Upholds confidentiality, honesty and discretion at all times.
- Demonstrates a calm, patient, tolerant and non-confrontational manner, even in the face of provocation.
- Shows a willingness to give and receive constructive feedback and to learn from others.
- Demonstrates at all times a level of sensitivity which reflects the serious nature of the process.

- Listens to and works collaboratively with other Board members.
- Generates trust, confidence and respect of others.
- Possesses high standards of personal probity, integrity, tact and discretion.

### **Competency 3: Decision making**

Level One:

- Actively and constructively participates in decision making.
- Exercises discretion fairly and impartially, applying knowledge and experience to decisions.
- Considers competing arguments and reasons logically to reach correct and balanced decisions.
- Provides comprehensive reasons for decisions.
- Accepts collective responsibility for decisions reached.
- Ability to recognise any personal prejudices and set them aside.

### **Competency 4: Communication and conduct of Board meetings**

Level One:

- Listens attentively to all evidence and understands complex arguments.
- Accurately and concisely records relevant points from written or oral evidence and subsequent discussions.
- Asks fair and pertinent questions confidently using plain language.
- Recognises and discloses any potential conflicts of interest.
- Articulates views clearly and concisely, both orally and in writing.
- Listens actively, avoids assumptions, checks understanding with others and shares information.

### **Competency 5: Equal Treatment**

Level One:

- Is aware of and respects:
  - a. Cultural and other differences among members of the Board, including differences in age, beliefs, gender, race, religious customs, sexual orientation and lifestyles or social status.
  - b. The particular needs of members with physical or mental disabilities.
- Presents a fair and balanced view based