



Standard Setting Panel Member – Job description and person specification

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

The Board of Assessors primary purpose is to protect patients and the public by ensuring that the standard of the registration assessment is maintained at the appropriate level. To make sure that each assessment is consistent, the question papers are set and moderated by the Board. All decisions about questions, papers, candidate outcomes, and pass marks are made by the Board. Each sitting comprises of two papers. Part 1 is a 40-question pharmaceutical calculation paper requiring free text numerical answers and part 2 is a 120-question multiple choice paper, with 90 single best answer and 30 extended matching questions. You can find out more by following this link:

<https://www.pharmacyregulation.org/students-and-trainees/pharmacist-education-and-training/registration-assessment>

The role of a Standard Setting Panel Member

Role purpose

Drawing on pharmacy practice experience, to review potential GPhC registration assessment questions for content relevance and perceived level of difficulty, reaching a final joint decision on each question in collaboration with the standard setting panel members.

Main accountabilities

- Carefully considering potential registration assessment questions and scoring each using modified Angoff standard setting methodology (training provided).
- Taking part in discussions with the panel and reaching final scoring decisions where there are differences of opinion in the individual judgements made.
- Bringing knowledge and experience from own area of pharmacy practice to panel discussions, to assist with the panel's joint decision-making process.
- Providing an evaluation of each standard setting meeting, in line with current procedures.
- Participating in mandatory training and development as required.

Essential and desirable criteria

Essential:

- Pharmacist registered with the GPhC and/or the Pharmaceutical Society of Northern Ireland (PSNI).
- Current experience working alongside foundation trainee pharmacists in a patient facing context and familiar with the standards for foundation training.
- Currently working in a role with a substantive patient-facing element in the UK.

- Experience of collaborative working.
- Good communication skills and ability to verbally articulate views clearly and concisely.
- Ability to consider competing arguments and reason logically to reach decisions.
- Demonstrable experience of a commitment to promoting equality, diversity, and inclusion.

Desirable:

- Independent prescriber.
- Current experience working with recently registered pharmacists and familiarity with the knowledge and skills expected of recently registered pharmacists.

Conflicts of interest

GPhC Partners are required to complete a declaration of interests form in which any potential conflicts of interest must be detailed. If you would like further advice, please contact the Associates & Partners team a&p@pharmacyregulation.org

Performance review

Members of the standard setting panel will receive feedback on their performance regularly and will have the opportunity to feedback to the GPhC on a regular basis.

Standard Setting panel members will be continually assessed against the competencies as detailed within the competency framework. See appendix A 'Core Competency Framework for Standard Setting Panel Members'.

Remuneration

Panel members will receive a daily attendance fee of £244.08 per day for involvement in panel meetings and any preparation work. The daily attendance fee for training and development is £228.82.

Fees are agreed by the Chief Executive and Registrar and are reviewed periodically. Any review of your fee during your appointment period will be at the absolute discretion of the GPhC Council.

Expenses will be reimbursed in line with the GPhC's expenses policy. When overnight stays are required to attend meetings, hotels will be arranged by the GPhC.

Ways of working/anticipated workload

Standard setting panels and preparation work are conducted virtually. Panel meetings are held at different times of the day. Some are held in the morning, some in the afternoon and some in the evening.

It is estimated that each member will normally be required to attend between two to six virtual meetings per year, although no minimum or maximum number of days can be guaranteed.

Once events are arranged, they may be subject to change. If this is necessary, you will be given notice in writing.

Terms

The terms of appointment constitute that of a Partner and are not a contract of employment. The initial appointment will be for one year and upon satisfactory appraisal an extension of three years will be offered.

It is normally not be possible to continue in the role if one of the essential criteria is not met for 12 months or more. If a panellist no longer meets an essential criterion, they must inform the GPhC at the earliest opportunity. The GPhC will support career breaks, parental leave etc. for a period of up to 12 months.

Training

From time-to-time panel members will be required to attend training and development sessions. These may be in person or virtual.

Each new member will be required to attend induction training.

Induction will take part in two phases.

1. Phase One: An evening virtual induction session via MS Teams will take place **Wednesday 30th April 2025 between 5.30pm – 8.30pm**. You must attend this induction evening to undertake the role of a standard setter, failure to attend will terminate your application.
2. Phase Two: Observation of a standard setting panel between May – September 2025, exact dates TBC. More information on how to observe a panel will be provided in the 30th April induction evening. A variety of dates/times will be available to observe.

GPhC Associates and Partners

Standard Setting panel members are Partners of the GPhC. As such they are bound by the:

- Values, conduct and behaviours for Council members GPhC associates and partners.
- Code of conduct for members of the accreditation panel.
- Standards of education and training for Council members and GPhC associates.
- Standards of attendance at meetings for Council members and GPhC associates.

These documents can be supplied on request.

Appendix A –

Core competency framework for members of the standard setting panel

All members are expected to meet the competencies listed under headings 1 to 4.

In this Schedule, “competency” means the combination of knowledge, skills, attitudes, and behaviours required by a person to perform effectively as a member of the standard setting panel.

Competency: question reviewing

1. Demonstrates an understanding of the purpose and scope of the GPhC registration assessment.
2. Demonstrates an understanding of foundation trainee standards.
3. Draws on own pharmacy practice experience to identify inaccuracies or ambiguities within question content.
4. Draws on own knowledge and experience to provide accurate judgements on question difficulty and relevance.
5. Draws on own knowledge and experience to provide appropriate rationale for question difficulty and modified Angoff score.
6. Uses up-to-date knowledge to review the currency of question content.
7. Considers equality, diversity and inclusion when reviewing assessment questions.

Competency: decision making

1. Actively participates in decision making.
2. Exercises discretion fairly and impartially, applying knowledge and experience to decisions.
3. Considers competing arguments and reasons logically to reach correct and balanced decisions.
4. Accepts collectively responsibility for decisions reached.
5. Recognises any personal prejudices and sets them aside.