

**JPB CONTENT & ASSESSMENT REVIEW GROUP MEETING  
(DRAFT)**

14<sup>th</sup> April 2010, Advanced Pharmacy Studies Centre, Conference Room

**Attendees:**

Graham Davies (JGD; Chair), Tim Rennie (TR), Alison Innes (AI), Roisin Kavanagh (RK), Angela Alexander (AA), Chetan Shah (CS), Shivaun Gammie (SG), Rosemary Dempsey (RD) & David Wright (DW).

1. Apologies

Sue Jones, Richard Bateman, Jane Portlock, Satpal Soor, Ros Batty, Ian Bates, Rakhi Aggarwal, Barry Jubraj.

2. Minutes of Previous Meeting (17<sup>th</sup> December 2009)

Typo noted - CbD should have been used not CPD. The updated minutes were accepted as an accurate representation of the meeting.

a) Governance Document

**Action:** The New JPB Governance Document was approved by the committee. The word 'Draft' to be removed from title and document to be circulated to members.

b) Tutor Support Update

SG and BJ reported that they will soon be recording two presentations as podcast files (10-15 min/each) of the tutor support material – therefore allowing easier access for those undertaking tutoring role while in the workplace. The various podcasts will be circulated for comments prior to distribution to all JPB HEI partners.

3. Matters arising

a) Membership review

JGD proposed that the group focus on curriculum review during one specific CARG meeting to ensure that the content is fit for purpose.

**Action:** JGD to invite Richard Bateman and Satpal Soor and other specialist services to July meeting to discuss assessments and curriculum.

**Action:** Membership to be reviewed as an on-going item.

**b) Technical Services Curriculum**

SASH, Imperial (St Mary's) and Kingston hospitals have trainees completing the technical services curriculum in a training centre without a technical services unit. A meeting is being held to discuss the new Curriculum Guide for Technical Services and the use of a new performance related tool – DOPS - and the circumstances under which it could be used. This meeting will then discuss the piloting of the new approach so that it could be introduced across the curriculum in time for September 2010 entry.

**Action:** *DOPs to be sent electronically. Pilot meeting to be held on 26<sup>th</sup> April at Kings College London at 3pm. Contact JGD for more information.*

**c) Medicines Information Curriculum**

AI contacted David Erskine at GSTT on behalf of UKMI, about how the MI curriculum could be met in centres where there is no MI centre. This issue will be discussed at a training meeting to be held in the near future.

**Action:** *AI to liaise and follow up at next meeting.*

**d) Tutor Guide report**

BJ and CO prepared a *Practice Tutor & Educational Facilitator Briefing Document* which was reviewed by SG and shared with Tutors at a recent meeting where it received positive feedback. Agreed that the document should now be circulated to all HEI leads so that they can adapt and adopt for local use – where appropriate.

**Action:** *Circulate Practice Tutor & Educational Facilitator Briefing Document to all HEI leads.*

**e) GLF review**

GLF document was reviewed and revamped to change the assessment scale used. KCH were planning to pilot the use of the new form and provide feedback.

**Action:** *Circulate GLF pilot documents and JGD to contact Kai-Loke Chan at KCH to establish progress with new GLF form.*

**f) Assessment progress****i. Formative MCQ**

The formative MCQ paper has been put completed by trainees attending a range of learning sets across the whole programme. The paper represented a total of 250 individual items. Overall, the feedback from students has been positive.

**Action:** Move MCQs to an online system using Blackboard. Formative MCQs to be further discussed at the next Assessment Design Group Meeting on 20<sup>th</sup> April 2010 10:30 am.

ii. Mini-PAT handover to all HEI

There was a general discussion regarding making the Mini-PAT system available for all HEIs to use and manage locally. Agreed that a training session to guide users on how to manage the process would be offered.

**Action:** IB, RK, VZ and David West to meet and discuss handover logistics.

4. Programme parity

a) Review of HEI summary data

For the portfolio content requiring interventions it was agreed that a general requirement would be twelve structured write-ups of their interventions to include breadth of care and social interventions. In addition it was agreed that students should include their interventions log to provide a quick précis of activity..

**Action:** RK to circulate the intervention proforma and everyone to provide feedback on the document.

**Action:** Make amendments to core JPB assessments and include total number required for the award of a certificate and then a diploma – rather than stipulating how many should be completed within a specific time period. This would provide more flexibility to local HEIs to integrate assessments to their specific programme design.

**Action:** Create CARG section on Blackboard with tabs for different assessment tools. Sections will include: assessment tools, curriculum guide, GLF framework, tutor info, trainer info, learning outcomes, accreditation, JPB regional meetings. A password will be distributed to members to restrict access to the documents.

**Action:** Portfolio session review. All HEI members to bring one good portfolio to the 18<sup>th</sup> November meeting so that a review of the approaches taken and differences which exist between the various portfolios. The meeting will start half an hour early to allow this review to take place – at 10.30am.

b) QA processes

i. Training Centre Accreditation

The current accreditation documentation has not undergone a major review for three years. Training centres across the JPB region will soon require reaccreditation. The RPSGB are moving to a 6 year

accreditation cycle for the MPharm degree course and the medical Deanery is currently reviewing the criteria for SE Coast pre-registration accreditation.

**Action:** JGD to arrange a meeting of a small committee to review training centre accreditation, in July 2010.

ii. DAP approval process

TR described the London JPB DAP approval process which had recently been reviewed. A document had now been produced which clarified how the system functioned within London – which could be shared for information and use (where appropriate) by other HEIs.

**Action:** In order to support new DAP Leads, TR and BJ to circulate DAP approval guidance document (ie. How DAPs work, what they are etc.) to all HEI leads.

5. Assessment update

Review and approval of Mini-CEX and CbD forms

In order to standardise the performance related tools used across the patch the Portsmouth and London documents were reviewed and elements of both forms adopted to constitute new forms. It was agreed that the Portsmouth forms made better use of space however trainee feedback should be included. The 'Name and signature of tutor' should be changed to 'Name and signature of assessor' and include 'Job title/Position'.

**Action:** Rosemary Dempsey agreed to discuss these changes with JP and to revise both mini-CEX and CbD forms for presentation and sign off at the next (July) meeting.

6. Programme update

a) Hospital programme

University of Hertfordshire are currently in the process of validating their programme following discussions with the acute hospitals in their area. It is hoped that this will allow for a September start for the hospital programme.

Medway

Each learning set is held by a specialist pharmacist depending on the LS topic, which differs to the London learning sets, where all LS are facilitated by one pharmacist throughout the life of the diploma. JGD has been in discussion with CPPE with regards to using their focal point and Learning@lunch material as part of the formal teaching on the programme.

The South East Coast – Foundation Board currently working on DAP review, workforce / commissioning planning, student feedback. Recent discussions have included whether certificate should be 12 months or 18 months and whether to start certificate in October or January / March. Mike Gray and John Smart will represent SE Coast at the JPB Coordinating Committee meetings.

The London JPB have yet to hold a meeting, however David Webb is developing a survey for SPMs in London to assess aspects of the programme and it's current delivery and service requirements.

The South Central Regional JPB meeting held recently went well, chaired by Claire Howard (Chief Pharmacist at SHA). Follow- up meeting to be held soon.

**Action:** JGD to report progress relating to the SPM (London) survey to CARG.

**Action:** Minutes from all Board meetings should be made available via the Blackboard repository.

b) Community programme

Medway progressing well with learning sets, currently have 8 practitioners.

It was noted that the JPB Community curriculum documents and guides had not been ratified by CARG members.

**Action:** Send email to Community Pharmacy group members, including Hilary Pearmain to arrange sign-off of curriculum and DAP documents for CARG.

7. Update from GLPC

The last Evening of Expertise event on antibiotics went exceptionally well (delivered by two Consultant Pharmacists {Infectious Diseases}), practitioners provided very positive feedback. The GLPC are currently organising the next event which will focus on Career Progression.

The Council are also in discussion with RK with regards to a graduation ceremony for those that complete the London SoP diploma.

8. A.O.B.

The end of year practitioner evaluation form needs to be addressed and revised at the next Assessment Design Group. The evaluation document should be made available to all HEIs, using the Blackboard repository.

**Action:** Practitioner evaluation form to be an agenda item at next CARG meeting, following review at ADG meeting.

**Action:** Minutes from CARG will be circulated for comments and approval within one month of meeting.

9. Date of next meeting

To be held in Conference Room 1, 21 Russell Square, London WC1B 5EA, from 11:00 am.

- Thursday 15<sup>th</sup> July 2010 – 11am start
- Thursday 18<sup>th</sup> November 2010 – 10.30am start (to allow review of sample of portfolios).