

JPB CONTENT & ASSESSMENT REVIEW GROUP MEETING MINUTES

15th July 2010, Advanced Pharmacy Studies Centre, Conference Room 1 (CR1)

Attendees:

Rosemary Dempsey(RS), Angela Alexander(AA), Chetan Shah (CS), Roisin Kavanagh (RK), Alison Innes (AI), Tim Rennie (TR), Shivaun Gammie (SG), Rakhi Aggarwal (RA), Barry Jubraj (BJ)

Apologies:

Chris Cairns (CC), Railton Scott (RS), Satpal Soor, Richard Bateman (SB), Jane Portlock (JP), David Wright (DW), Ros Batty (RB), Ian Bates (IB)

2. Minutes of previous meeting (14th April 2010)

The minutes were reviewed and accepted as an accurate representation of the meeting.

Action: *Once the survey for London SPM had been finalized with DW, GD to forward to AA.*

Action: *Agenda point under 6b re: community pharmacy has been started but not yet completed. SG to follow up.*

Action: *GD to liaise with CO and DW. CO to create an index page on the website that will include information about JPB and link to the various JPB websites. Tutors support, accreditation, curriculum minutes, terms of reference, assessment tools and governance documents will be made available on the website.*

3. Matters arising

a) Membership Review

GD reported that membership is continually reviewed to ensure that the appropriate representation is maintained. Curriculum advice has been secured from the Specialist Pharmacy Services - GD will invite Jane Nichols and/or Linda Dodds to the next meeting to discuss the clinical curriculum.

b) Technical Services and MI update

GD reported that Technical Services have moved on quite well and there have been two to three meetings. There has since been a change in the approach about how technical services should be delivered in the future – as not all hospitals will have a Technical Pharmacy Unit. To accommodate this change the learning outcomes have been reviewed and changed so they are deliverable in the clinical/patient services environment. Learning outcomes, resources, how to meet learning outcomes and examples of evidence will be outlined in a new document. A draft document will be circulated by the end of July 2010. There will be a meeting on 29th July 2010 to sign off the document

as a group and the final document will be ready for the September 2010 intake. SS submitted a new Medicines Information Curriculum Guide. A section on Medicines in Children has been added to the guide. The document was reviewed and agreed by the group.

c) Tutor Support Update

BJ and SG reported that they recorded an “Induction and refresher for tutoring and facilitation” session and uploaded as a streamed video onto Blackboard and can now be viewed remotely by tutors and practitioners. SG/BJ took a day to record and launch the pilot. CARG members reviewed the footage during the meeting. The video can be found by logging on to Blackboard and selecting the Tutor Information and Resources tab. Under Example Material, select Training Centre Document Examples. Next go to Chelsea and Westminster and select Diploma Tutoring.

d) GLF review

GLF review group met on Tuesday 13th July 2010 and decided to progress several items to make it more useful for students. The group agreed to change the rating scale for consistency. A self assessment page for trainees was also added. Practice tutors are also required to provide an overall response based on whether the practitioner is considered to meet the required expectations, be below expectations or exceeds expectations. The document will be used to summarise performance across the four clusters (providing a general overview) and will also be used after each cluster (to highlight general performance within specific areas). There will be a minimum of one GLF completed per year. GD and RK will meet to finalize the document and provide guidance covering existing changes. There will be a flow diagram which outlines how it will be used.

The GLF Group also discussed setting standards at Certificate and Diploma levels and reviewed the standards detailed on CoDeg website. The information will be included in the document. The document will be completed and circulated to members for review. The GLF mapping form will also be added to the portfolio list for practitioner use.

e) Assessment progress

- i. AI reported that progress tests are running in all learning sets in same format. There has not been any further progress online but it is still being pursued. Only registered practitioners will be allowed to take the practice test. Feedback will be made available towards the end of August.
- ii. Assessment design group (ADG)

AI reported that the group has developed an OSCE blueprint and are discussing developing a new OSCE marksheet that will include the professional criteria UEA use. These points will be included on each OSCE marksheet, making it easier to assess. The sheet will allow assessors to provide comments and will only be made available to practitioners who have failed, due to the workload involved. Cohort feedback is made available to everyone. A commonly used and high risk drugs list has been created and is almost complete. The list will be for use by practitioners and the main assessments will draw on the drugs contained on the list.

iii. Mini-PAT Software

RK reported that the group is looking at two options. The first option is for each HEI to have its own version of Mini-PAT. The second option is to manage it centrally and have HEI managers pay to compensate for the administrative costs. However, some members voiced concern about the flexibility of a centralised Mini-PAT database.

Action: RK will pursue these options with the Mini-PAT programmer and follow up with group.

iv. JPB Partners Blackboard Course

RK questioned whether it would be necessary to have a partners course since it was earlier discussed that information would be moved to the JPB website.

Agreed: To continue with the use of the JPB partners course on Blackboard, moving towards a new front page on JPB website as soon as possible.

4. Programme parity

a) Extended Intervention *Proforma* , Mini – CEX and CbD approval

RK discussed Extended Intervention *proforma*.

Action: RK to email the Extended Intervention *Profomas* to group for review.

RD has made changes to Mini-Cex and CbD as per JPs request. Columns were enlarged to make for room for Suggestion for Development comments. The group reviewed and approved the revised documents.

Action: JPB logo to be added to header of document. The footer on both pages of the document will be removed and replaced with 'approved by CARG 15th July 2010.' The final document will be saved in PDF version, posted onto the Blackboard site and emailed to members.

Group reviewed the 'Developing a Therapeutic Framework for Medicines Use' document and provided general feedback. Document to be further examined at the next meeting during the portfolio review.

b) Training Centre Accreditation

GD distributed a draft version of Accreditation Training Centre Document. The document was revised during the Accreditation Group meeting and modified to include criteria, standard and evidence from GPHC document. GD to write a briefing section for the beginning of the document.

Action: Electronic copy of draft document to be emailed to members for review. Comments to be forwarded and revisions considered. Reaccreditation document will be reviewed at the next Accreditation Group meeting. The finalised document will be linked to the process of accreditation and reaccreditation, perhaps linking to a more formal "Contract" agreeing contribution of Training Centres. New document to be reviewed at CARG meeting on 18th November 2010.

c) Practitioner Evaluation Forms

CO not at meeting. However GD explained that there had been some miscommunication with SEMEED regarding the development of a standardised evaluation form. London had traditionally used a specific form developed for determining feedback from trainees – but that this was simply for local use. Adopting a standard approach across the JPB geography needed discussion and agreement as no standard approach was currently available.

5. Update for GLPC

RA reported that there was a council meeting in March 2010, however there was poor attendance. There will be an evening of expertise in November and the next meeting will be in July. RA has requested that the date be moved to August. The July meeting falls on a Friday and as a result, poor attendance is expected. Guest speakers are Chris Baig from Pfizer and Cathy Mooney from Chelsea and Westminster. RA received feedback from trainees stating that 2nd and 3rd year practitioners would like to be involved in OSCE assessments. However the group didn't think this would be possible. RA reported issues with DAPs as some were doing DAPs out of sequence and therefore were unable to attend the specific learning sets.

6. Programme Update

a) Community Programme

SG just had held the first set of learning sets. Practitioners were doing well. Had a look at portfolios and things were progressing well. Interest for next year seems to be from newly qualified practitioners rather than the more experienced ones.

b) Hospital programme

Medway University

SG reported that they will be having the first graduation ceremony for the 6 practitioners who have just completed the programme.

Portsmouth University

RD will be taking up certificate programme with JP. Next week there will be a review of both programmes and will document the assessments.

Reading University

AA reported that an ad has been placed however there have been no responses as yet.

SOP

RK reported that they are in the process of reviewing learning sets and are looking at having two themes; clinical and professional development. Currently trying to reduce assessment burden. A proposal will go to the users group asking for feedback on length of the course and start dates..

Hertfordshire University

CS reported that the course has been advertised in the PJ. The SHA fund the course so they have three trusts at the moment and are hoping to start in September 2010.

7. AOB

TR/BJ will be reviewing DAP guidance. Release date will be pushed back to September. SG has reviewed document and local Trusts have begun using it across both HEIs. There will be a meeting on Monday 19th July to get the document endorsed through processes. Awaiting comments and will make revisions.

Medway had an exam board and it was discussed by external examiner that there were no merits or distinctions.

Action: *Distinction can be awarded based on individual HEI regulations*

There being no other business, the meeting ended at 13:10.

8. Date of next meeting

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

- Thursday 18th November 2010 – 10.30am start (to allow review of sample of portfolios).