

## **EAST & SOUTH EAST ENGLAND JOINT PROGRAMMES BOARDS FOR POSTGRADUATE PHARMACIST EDUCATION**

### **GOVERNANCE AND TERMS OF REFERENCE**

#### **Vision**

1. To support the drive for high quality, innovative and cost-effective patient care, a regional Joint Programmes Board (JPB) for postgraduate pharmacist education will be established in each of the four regions of East & South East England.
2. The JPBs will enable collaboration between universities, pharmacy workforce development groups, workforce planning bodies and the providers of NHS services to ensure the content and structure of postgraduate professional education meet current and anticipated requirements of patients, practitioners and health service organisations.
3. Supra-regional collaboration and oversight of the joint postgraduate programmes<sup>i</sup> will be achieved through a JPB Coordinating Committee (JPBCC).
4. This approach will enable local flexibility, whilst ensuring co-ordination across East & South England to safeguard programme quality, transferability and workforce mobility.

#### **Core remit of regional JPBs**

5. Each regional JPB will be aligned with the boundaries of a Strategic Health Authority in East & South East England. The JPBs will have the following functions in relation to postgraduate pharmacist education:
  - (a) Assurance of the joint postgraduate programmes, including adherence to the educational and professional principles underpinning those programmes and monitoring the quality of programme delivery as part of centre review.
  - (b) Promotion of a culture of work place learning that incorporates CPD and practitioner performance.
  - (c) Co-ordination of programme development and delivery by engaging providers of NHS services, universities, pharmacy workforce development groups and workforce planning bodies.
  - (d) Establishing links with education commissioning, either directly or through pharmacy workforce development groups, to strengthen funding arrangements.
  - (e) Ensuring that proposals for programme adaptation are reported to the JPBCC and that recommendations from JPBCC are enacted locally.
  - (f) Participation in working groups established by the JPBCC, such as the Content & Assessment Review Group (CARG).
  - (g) Provision of statements of completion to pharmacists who successfully undertake the joint programmes.

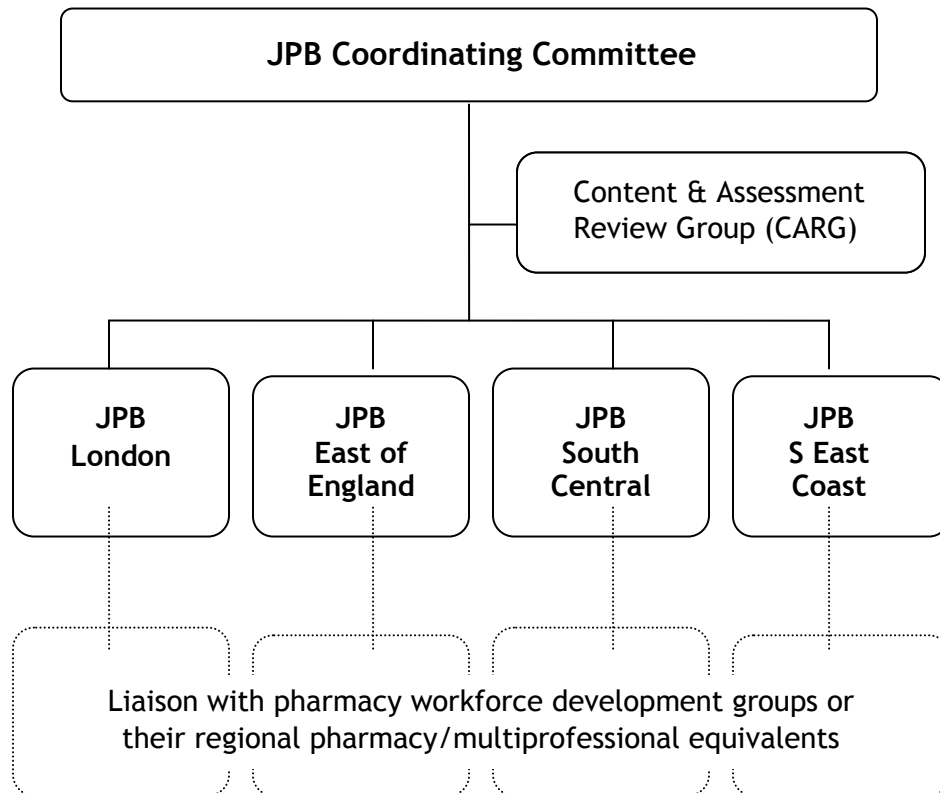
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<sup>i</sup> A joint postgraduate programme is one that adopts the curriculum outline and assessment processes developed by working groups of the JPB Coordinating Committee. At present, this is the postgraduate diploma in general pharmacy practice.

**Core remit of the JPB Coordinating Committee (JPBCC)**

6. The JPBCC will provide oversight of, and be responsive to, the work of the regional JPBs. The main functions of the JPBCC include:
- (a) Provision of a mechanism for supra-regional collaboration on joint programmes of postgraduate education for pharmacists.
  - (b) Establishing a set of educational principles relating to the joint programmes that safeguard quality and consistency whilst enabling regional flexibilities.
  - (c) Stewardship of the curriculum content and assessment processes for joint postgraduate programmes.
  - (d) Monitoring the work of, and receiving regular reports from, CARG and other working groups that may be initiated.
  - (e) Communication of reports and other information in a timely manner to the regional JPB.
  - (f) Advising on whether issues and innovation raised by regional JPBs should be reflected in the joint programme developments across East & South East England.
  - (g) Agreeing new JPB partners and the nature of any external working relationships.

**JPB Governance**



### **Core remit of the Content and Assessment Review Group (CARG)**

7. The existing CARG will continue to operate in order to review content and assessment processes associated with the joint programmes. This involves:
  - (a) Ensuring the maintenance of a common curriculum across all JPB programmes. This will require review of the learning outcomes associated with the joint programmes to ensure currency and appropriateness.
  - (b) Ensuring that the learning strategy supports the development of individual, life-long learners engaged in CPD.
  - (c) Ensuring that the assessments used meet the academic requirements (in terms of level) and the NHS requirements (in terms of patient safety, equity and access).
  - (d) Drawing on technology to support student learning and assessment.
  - (e) Working with national providers to signpost quality learning material to support attainment of the learning outcomes.
  - (f) Establishing a common approach to quality assurance of the programmes. This must ensure compliance with QAA (HEFCE) standards as well as maintaining processes for the accreditation of practice tutors and Training Centres.
  - (g) Identifying and delivering the support essential to underpin the roles and responsibilities of work-based tutors and facilitators.
  
8. The chair of CARG will be a member of the JPB Coordinating Committee.

### **Membership of the regional JPBs**

9. The precise membership and their numbers is a matter for each region but should include, as a minimum:
  - (a) A senior academic from each partner HEI
  - (b) Chief pharmacists, or senior nominees, from acute and mental health NHS trusts and from PCTs
  - (c) A representative from community pharmacy (if the intention is to provide joint programmes to community pharmacy)
  - (d) A director of regional pharmacy education & training and/or member of the pharmacy workforce development group or its equivalent
  
10. Each JPB will elect a chair and the secretariat will be provided locally. Meetings will take place in the region four times per year and be timed in advance of those held by the JPBC.

### **Membership of the JPBC**

11. The chair and an additional nominee (of whom one must be from a university) from each regional JPB will constitute the core membership of the JPBC. Members will include:
  - (a) Director, E&SE England specialist pharmacy services(chair)
  - (b) Two members of each regional JPB(as above)

- (c) Directors of regional pharmacy education & training (or equivalent positions) if not nominees from the regional JPB
- (d) Chair of CARG

12. The JPBC may co-opt other members as necessary to ensure appropriate advice or representation. Meetings will be held in London and take place four times per year. Secretariat will be provided by the Department of Practice and Policy, School of Pharmacy, University of London.

### **Membership of CARG**

13. Membership of CARG will include:

- (a) Senior academic representatives (Course Directors) with responsibility for delivering a programme within their locality
- (b) Specialist pharmacy services representatives for relevant curriculum areas

14. The chair (and deputy) of the group will be determined by the group. Meetings will be held in London and take place four times per year, to be reviewed in line with need. CARG will make use of the secretariat provided to JPBC.

### **Members' responsibilities**

15. Member of the regional JPB, JPBC and CARG will be expected to:

- (a) Attend meetings as scheduled or ensure that an appropriate (pre-agreed) deputy is available
- (b) Hold or develop a sound understanding of their relevant constituency
- (c) Demonstrate willingness to support decisions based on consensus and work in partnership
- (d) Share key developments or challenges as they relate to the work of the regional JPB, JPBC or CARG (as appropriate)
- (e) Uphold common principles of the joint programmes

16. Draft minutes will be circulated to members after each meeting and formally approved at the next meeting. Papers and reports for wider circulation will be marked to indicate that this should take place.

17. In general, sharing of information and encouraging input from the widest possible variety of stakeholders will be welcomed.