

Guidelines for mini-PAT assessment completion

JPB runs the mini-PAT assessment for DipGPP practitioners twice each academic year in September and March. It is an online assessment and is one of the mandatory elements of the portfolios of evidence submitted at regular intervals throughout the programme by diploma practitioners.

The system prompts DipGPP practitioners to provide JPB with a list of nominated assessors and their email addresses. The success of the system depends on practitioners providing JPB with accurate contact information for themselves, their Practice Tutor and their nominated assessors.

Timeline of the assessment

Start Date	Activity	Deadline for completion
Mid-August/February	Practitioners receive email prompting nomination of assessors. Practitioner agrees list of assessors with Practice Tutor prior to emailing list to mini-PAT	31 st August/ 28 th February
1 st September/ March (approx)	Nominated assessors receive link to assessment within hours of being nominated on the system. Practitioners must complete self assessment by accessing home page of mini-PAT website. Practitioners should check email regularly for alerts from mini-PAT about problem email addresses.	30 th September/ 31 st March
1 st week in October/ April	mini-PAT results are released to Practice Tutors. Practitioners should arrange to meet with tutor to discuss the mini-PAT report.	N/A

Potential issues with mini-PAT

Problem	Solution
Some email servers and NHS firewalls block emails from the mini-PAT system.	Check spam and junk email boxes. Adjust email settings to allow emails from minipat@pharmacy.ac.uk .
Email bounces because an invalid email address has been provided for assessor.	Confirm email address with the individual assessor don't guess. Check spelling when inputting to mini-PAT.
Assessors haven't been forewarned and are not happy to complete the assessment.	Ask assessors whether they are willing to complete the mini-PAT, explain what it is and how it works.

Problem	Solution
Practice Tutor is not happy with the list of nominated assessors.	Confirm the list with your Practice Tutor before submitting to mini-PAT. Once it is submitted assessors cannot be removed. Assessors can be added so check with your tutor if there is anyone else they want to add in.
Practitioner has deleted/not received the email prompting nominations.	Nominations can be made directly on the practitioner's mini-PAT site www.jpbsoutheast.net/pat log in using JPB number and follow the instructions.
The mini-PAT site keeps crashing when practitioner inputs nominations/ assessor completes assessment .	Keep trying! The site gets very busy around nomination/assessment deadline so nominate/complete assessment early. If the site is off line try again later. JPB will inform practitioners if there is an ongoing problem. Don't panic if you miss the nomination deadline (see next problem and solution).
Practitioner has missed the deadline for nominations.	Nominations can be made directly on the practitioner's mini-PAT site after the nomination deadline (www.jpbsoutheast.net/pat log in using JPB number and follow the instructions) but not after the assessment deadline. Remember the later the nominations the less time assessors have to complete the assessment.
Assessor has missed the deadline for completing assessment/ practitioner missed deadline for completing self-assessment.	There's nothing we can do! Once the assessment has closed it cannot be accessed.
Practice Tutor has deleted/ not received the email containing link to the mini-PAT report for their tutee.	Mini-PAT reports can be accessed directly on the Practice Tutor's mini-PAT site www.jpbsoutheast.net/pat/tutors log in using Blackboard username
Practitioner cannot access their mini-PAT report on their mini-PAT site.	Practice Tutor has not released the report. Ask Practice Tutor to access their mini-PAT site and release the report (after discussing results with you).
Practice Tutor has incorrect list of tutees on their mini-PAT site.	Inform JPB admin who will move practitioners in accordance with your instructions.

If you have further questions or problems with mini-PAT please contact Roisin at roisin@jpbsoutheast.org for assistance.