

# ROYAL PHARMACEUTICAL SOCIETY

## Advanced pharmacist assessment panel (APAP)

### Terms of reference

*October 2020*

#### Role

To retain oversight of the academic and operational quality delivery of the RPS advanced level credentialing assessments.

(NB – the scope of this panel will be phased, with the first phase covering consultant pharmacist individual and post credentialing activities only. The remit of the group will be expanded when advanced credentialing activities are introduced in later 2021.)

#### Main functions

To draw on the expertise of its members, singularly and collectively, to ensure the following (in line with the RPS assessment principles & quality standards):

#### First phase functions

- set and maintain the standard for consultant pharmacist credentialing assessments
- quality assure the consultant pharmacist credentialing assessments both in terms of academic principles and operational delivery
- ratify results of the consultant pharmacist credentialing assessments
- set and maintain the standard for consultant pharmacist post accreditation
- quality assure consultant pharmacist post accreditation in terms of academic principles and operational delivery
- ratify results of the consultant pharmacist post accreditation
- monitor and review performance of assessors involved in consultant pharmacist credentialing and consultant pharmacist post accreditation and advise on topics for assessor training
- make recommendations to the Education & Standards Committee about any major changes to the assessment and the individual components involved.

#### Second phase functions

- set and maintain the standard for advanced pharmacist credentialing assessments.
- quality assure the advanced pharmacist credentialing assessments both in terms of academic principles and operational delivery.
- ratify results of the advanced pharmacist credentialing assessments.

- monitor and review performance of assessors involved in advanced pharmacist credentialing and advise on topics for assessor training,
- make recommendations to the Education & Standards Committee about any major changes to the assessment and the individual components involved.

## **Member specifications**

The composition of the APAP should reflect the different sectors of pharmacy practice as well as have cross-UK representation. The group will be made up of up to ten individuals and constituted to ensure that individual members have the relevant expertise and experience to carry out the functions of the group. To ensure a broad composition of relevant stakeholders, the RPS will ensure the group has the following representation:

- Community pharmacy representative
- Primary care representative
- Hospital pharmacy representative
- England representative
- Wales representative
- Scotland representative
- Pharmacists with education / assessment expertise
- Co-opted member from Education & Standards committee
- Non-pharmacist clinical representative (at appropriate level of practice)
- External examiner representative

Members of the group will:

- Be practising at advanced (ASII) and/or consultant (Mastery )level of practice in line with the APF.
- Have a high level of organisational leadership and management skills.
- Be a member of the RPS. Members of the group are expected to conform to the RPS code of conduct
- Members will be expected to declare any conflicts of interest, and to act in an open and transparent manner without undue influence.

## **Authority**

- APAP has authority delegated to it from the Education & Standards Committee. It will report to the Education & Standards Committee.

## **Time demands / Ways of Working**

- The group will typically meet virtually three times a year. Additional meetings may be organised if required.
- The Chair, working with relevant RPS staff, is responsible for reporting the activities and deliverables of the group to Education & Standards Committee and the RPS Assembly.

- The Chair will have additional duties including pre-briefings with RPS staff, remotely ratifying results, drafting relevant papers and agenda setting.
- Members will be expected to declare any interests that may be a conflict to the work underway.
- Members will be expected to attend each meeting.

## Quorum

- The group membership must be 50% + 1 to be quorate

## Decision making

- Decision making should ideally be reached via consensus
- If no consensus emerges, a vote should be taken
- The Chair will have the deciding vote if a vote is evenly split

## Confidentiality

In order to support the agreed aim of information sharing, members of the group will treat information they receive as confidential. Members of the groups will also have a duty to protect other confidential and/or sensitive information relating to the work of the RPS. Information will not be disclosed until it has been agreed by the RPS as appropriate for public circulation.

## Terms of Office

The term for members to sit on the group is for an initial period of three years. This is renewable and members will be asked if they wish to remain on the group for a second three-year term. It is expected that if a member no longer meets the members' specifications, *e.g.* their role changes, that they would step down.

## Chair

The position of Chair is held for a maximum period of three years. The position of Chair will be recruited by open recruitment from the members of the committee.

A member standing for Chair should declare any actual or potential conflicts of interest. It is widely accepted that professional experts will be asked to sit on various committees and groups nationally and internationally and that such external recognition would not preclude appointment to Chair of the APAP

## **Other**

### **RPS Staff Support**

Appropriate RPS staff will attend meetings to support the work of the APAP, including:

- Head of Assessment & Credentialing
- Advanced Pharmacist Programme Lead
- Assessment & Credentialing Development Manager
- Professional Development administrator

### **Reimbursement**

Reasonable expenses in line with the RPS expenses policy will be reimbursed for attendance of in-person meetings of this group, if/when required.

