

**Guidance for trainees required to transfer to the
Curriculum for Pharmaceutical Medicine Specialty Training
(August 2021)**

Version 1 - July 2021



Faculty of
Pharmaceutical
Medicine

1. Introduction

1.1. On 1 August 2021 (the implementation date), the Faculty of Pharmaceutical Medicine (FPM) will implement the 2021 'Curriculum for Pharmaceutical Medicine Specialty Training' (2021 curriculum).

1.2. It is important that existing trainees, who are expected to move to the new curriculum, and their educational supervisors (ESs), familiarise themselves with the curriculum and supporting guidance documents before completing the move. Trainees should have an educational meeting with their ES after they have moved to the curriculum to discuss how they will demonstrate they have met the curriculum requirements at future Annual Review of Competence Progression (ARCP) meetings.

2. Purpose of this guidance

2.1. This document contains guidance for trainees and their ESs on:

1) moving evidence from the 2010 to the 2021 curriculum e-portfolio, including:

- mapping guide of 2010 curriculum modules and module items to the 2021 curriculum capabilities in practice (CiPs);

- practical advice regarding the e-portfolio conversion; and

- the suggested timing for conversion.

2) the additional support available from FPM and the Pharmaceutical Medicine Deanery (the deanery).

2.2. This guidance should be read alongside other key documents including, but not limited to the:

- 'Curriculum for Pharmaceutical Medicine Specialty Training: Implementation August 2021'

- 'Essential guidance for trainees, educational supervisors and assessors on using the 2021 curriculum for Pharmaceutical Medicine Specialty Training'

- 'Supplemental guidance for educational supervisors on the 2021 curriculum for Pharmaceutical Medicine Specialty Training'.

3. Moving evidence from the 2010 curriculum to the 2021 curriculum e-portfolio

3.1. Mapping guide of 2020 curriculum modules/modules items to the 2021 capabilities in practice

3.1.1. The deanery has produced two documents to help guide the mapping of the seven modules and their items of the 2010 curriculum to the eight speciality and six generic capabilities in practice (CiPs) in the 2021 curriculum. These documents are available on the FPM website and are as follows:

i) a guide to mapping the CiPs in the 2021 curriculum to the modules of the 2010 curriculum; and

ii) a spreadsheet, where the trainee can list their current 2010 curriculum evidence for each module item. By using a filter option, the trainee is then able to see suggestions for which CiP(s) to link their 2010 curriculum evidence to the relevant CiPs of the 2021 curriculum.

3.2. Practical advice regarding the e-portfolio conversion

3.2.1. The 2010 curriculum e-portfolio will remain accessible within the system, but from the implementation date it might not be possible for trainees to modify existing/add new evidence. All new evidence should be uploaded to the trainee’s personal library on the e-portfolio and linked to the 2021 curriculum.

3.2.2. However, existing evidence within the trainee’s personal library will still be accessible to download, if the evidence is not on the trainee’s own computer drive already.

3.2.3. Some practical steps - that are not mandatory to use, but act as a “top tips” - are as follows:

- Ensure that the 2010 curriculum evidence in the e-portfolio personal library is clear in its naming convention. This will help the trainee, the ES and the ARCP panel.
- If not already on the trainee’s computer drive, the trainee should download the 2010 curriculum evidence documents one by one on to their computer, using the opportunity to review the naming convention of the evidence if not optimal already.
- Using the Excel spreadsheet, add the name of the evidence document (to column three of the excel sheet) according to how it is already linked to each 2010 curriculum module item (using the existing or revised naming convention for that evidence).
- In the personal library:
 - Create a folder structure for each CiP number.
 - Using the Excel spreadsheet that has the 2010 curriculum evidence added, filter on column three ‘Document name’ for a particular item of evidence. This will then help guide which CiP(s) the 2010 curriculum evidence is suggested to map to the 2021 curriculum.
 - The picture below shows an example using evidence of an “SA briefing document” (column three), relating to authorship of a scientific advice briefing document, which in the 2010 curriculum was linked to RGN 2, CLP 2 and CLD 4. When the Excel spreadsheet is filtered using column three, CiPs 1-7 are suggested to map this evidence to in column five:

Table for mapping 2010 curriculum onto 2020 curriculum

Current evidence for 2010 curriculum module items				Map evidence to 2021 curriculum CiPs		
Module item	Title	Document name	Description of evidence (optional)	Suggested CiPs (numbers)	Summary of trainee/ES transition discussion (optional)	Agreed CiPs (numbers)
RGN 5	Marketing Authorisation	SA briefing doc	Author - scientific advice briefing document	2, 3, 6, 7		
CLP 2	Literature review and preparation of manuscripts for publication	SA briefing doc	Author - scientific advice briefing document	1, 3, 4, 5, 6		
CLD 4	Clinical Development Plan (CDP)	SA briefing doc	Author - scientific advice briefing document	4, 5, 6		

- Using the suggested CiPs listed in column five *as a guide*, use columns six and seven in the excel sheet to document the trainee's/ES's agreement as to whether this evidence does fit with each suggested CiP.
- Using the agreed output of column seven, the 2010 curriculum evidence, document by document, can be re-linked to the appropriate/agreed CiP(s) to the 2021 curriculum on the e-portfolio.
- This evidence should then appear in the 2021 curriculum on the e-portfolio (curriculum tab) under each CiP to which it is linked to (so will appear more than once if linked to more than one CiP).

3.2.4. Note: If this evidence is linked to more than one 2010 curriculum module item, filtering will allow discussion and identification of the trainee/ES agreed CiPs mapping (column seven) per evidence item (column three). If the evidence maps to more than one CiP, then file the evidence in the personal library under the CiP number folder that the evidence best fits.

- Workplace-based assessments (WPBAs) in the 2010 curriculum and conversion to the 2021 curriculum:
 - These will be possible to download from the 2010 curriculum e-portfolio and in the 2010 curriculum could be linked to submodular items.
 - Then re-map/link to the relevant CiP(s) in the 2021 curriculum as per the above guidance. Completed 2010 curriculum WPBAs remain valid as evidence for the 2021 curriculum.
 - Please note:
 - The Pharmaceutical Medicine Assessment Tools (PMATs) and MSFs stay similar in formats to the 2010 curriculum versions.
 - The Teaching Observation (TO) assessment has been replaced by the Observation Assessment Tool (OAT), but completed TOs should be downloaded, uploaded to the personal library and linked to the relevant CiPs of the 2021 curriculum.
 - The Project-based Discussion (PbDs) assessment has been abolished; elements from this assessment were incorporated in the PMAT, but like TO, any completed PbDs should be downloaded and re-uploaded/linked to the relevant CiPs of the 2021 curriculum as supporting evidence.
 - The 2021 curriculum introduces two new assessment tools - the Quality Improvement Project Assessment Tool (QiPAT) and Patient feedback survey. Templates for these will be available on the e-portfolio and on the Joint Royal Colleges of Physicians Training Board and FPM websites.
- Reflective template:
 - Reflections are an important part of PMST, see associated PMST guidance.
 - Reflections which are aligned to specific tasks or module items in the 2010 curriculum e-portfolio should be re-linked (if deemed appropriate) in a similar fashion to other 2010 curriculum evidence/WPBAs.

- With respect to external modular courses (EMCs):
 - Trainees following the 2010 curriculum were able to complete a whole module by attending a FPM-approved EMC and completing all required assessments/assignments. However, as the 2021 curriculum is not aligned to a specific area of pharmaceutical medicine but more generic and specialty capabilities, which can be demonstrated in a variety of areas, EMCs are not suitable on their own to enable a CiP to be completed (i.e. level 4 rating “entrusted to act unsupervised”).
 - Where an existing trainee has already completed an EMC and uploaded both their letter confirming EMC completion and reflection of the EMC course (required under the 2010 curriculum for modular sign off), these too should be downloaded (combined into a single document if possible) and re-uploaded to personal library and linked as evidence to the relevant CiP(s) (as guided by the Excel mapping spreadsheet – see above).
 - Use a naming convention in the personal library for the 2021 curriculum that helps easy identification of which EMC has been completed. So, for example, a trainee who completed the Statistics and Data Management in Practice course offered by RK Statistics Ltd in 2020, could name their letter and course reflection “EMC_Stats Data Man_completion 2020” (or words to that effect).

4. Timing for conversion

4.1. Trainees who are required to switch to the 2021 curriculum should start converting all their existing evidence following the implementation of the new curriculum on 1 August 2021. Where timing allows, this should be completed by the next scheduled ARCP, though if an ARCP is scheduled within six months of the implementation date, and the conversion is still on-going, then the ARCP panel will review both progress under the 2010 curriculum and progress with the conversion of evidence for the 2021 curriculum.

4.2. Please note:

- Trainees should not upload new evidence for the 2010 curriculum to their personal library or link new evidence to the 2010 curriculum once we have implemented the 2021 curriculum.
- We strongly advise existing trainees who are required to move the new curriculum that before we implement the new curriculum on 1 August 2021 they do not upload new evidence for the 2010 e-portfolio; this is to minimise the amount of evidence to be converted. We recommend instead, that trainees should still be encouraged to collect all new relevant evidence and save it on their computer or put aside as hard copies until they have access to the 2021 curriculum on their e-portfolio.
- Support from the deanery is available for advice and review as outlined in the next section.

5. Additional support available from the deanery

5.1. The deanery recognises for trainees who are required to move to the 2021 curriculum, that this might create additional work for them and their ES to complete. This therefore makes it viable for the deanery to offer personalised support.

5.2. The deanery will consider establishing an advisory panel to meet trainees and their ESs periodically to offer practical advice and assistance and to review the trainees' progress transferring their existing evidence to the 2021 curriculum. It is anticipated that these meetings will be conducted remotely by videoconference.

5.3. If further meetings beyond those offered are required, these can be considered on a case by case basis by the deanery and only if there are exceptional reasons for a trainee to have additional meetings with the advisory panel. As mentioned previously, where timing allows, the conversion should be completed by the trainee's next ARCP meeting to enable the ARCP panel and the trainee/ES to focus on one e-portfolio only.