

PMST enrolment assessment day: guidance for PMST applicants



Faculty of
Pharmaceutical
Medicine

*Advancing the science and practice of pharmaceutical medicine
for the benefit of the public*

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1. Introduction

1.1. The PMST enrolment assessment day (the assessment day) is a formative assessment designed to:

- i) assess the applicant's suitability to enrol on to the PMST programme; and
- ii) approve or postpone the applicant's enrolment on to the programme by assessing the applicant's presentation skills and interview performance.

1.2. The assessment day is not designed to determine whether the applicant is competent:

- to work as a pharmaceutical physician; or
- in the role they were recruited to perform for their employer.

1.3. Decisions about an applicant's work performance falls outside our remit for education and training and will normally be assessed by the applicant's employing pharmaceutical organisation through processes such as performance reviews and annual appraisals.

2. Before the assessment day

2.1. FPM's administrator will schedule the applicant's attendance at an assessment day after:

- i) the applicant has submitted a fully completed PMST application form with documentary evidence to support the clinical posts they are relying on for eligibility to enrol on to the PMST programme¹; and
- ii) FPM's Director of Specialty Training has evaluated the application and provisionally approved the applicant's eligibility to enrol on to the PMST programme.

2.2. FPM's assessment days will normally be held quarterly (see table 1).

Table 1.

Application submission deadline	Quarterly assessment months
February	March
May	June
August	September
November	December

2.3. FPM will publish the dates for the application submission deadlines and assessment days on its website at www.fpm.org.uk.

¹ See FPM's 'Guidance for PMST Applicants' for guidance on how to complete the 'Associate (Trainee) Membership & Pharmaceutical Medicine Specialty Application Form' and details of the documentary evidence that must be submitted with the application.

2.4. The applicant must notify the administrator at least two weeks before the assessment day if they require a reasonable adjustment, e.g. the applicant has dyslexia and they need additional reading time.

2.5. The administrator will normally send the applicant the following items about their assessment:

- time and date of the assessment;
- joining instructions for the videoconference;
- the names of the members of the assessment panel;
- presentation question (normally 24 hours before assessment day); and
- other assessment instructions (e.g. reading time) and pre-reading (if applicable).

2.6. If an applicant fails to attend their assessment, they will be scheduled to attend the next available date. This will mean an applicant's training start date could be several months after they applied.

3. On assessment day

3.1. The assessment day will be composed of two parts:

- 1) a presentation; and
- 2) an interview.

3.2. Applicants should go to our [‘Enrol on to PMST’ webpage](#) for more information about the two parts of the assessment day.

3.3. The members of the assessment panel will normally include:

- Director of Specialty Training (panel chair)
- Chairperson or member of FPM's Education and Standards Committee
- Trainee representative (normally the chair or member of FPM's Trainees Committee)
- Pharmaceutical medicine specialist registrant
- Lay representative of the Pharmaceutical Medicine Specialist Advisory Committee of the JRCPTB.

3.4. The applicant must inform the administrator of any conflict of interest with any member of the panel.

4. Decisions of the assessment panel

4.1. The assessment panel will assess an applicant on the following areas:

- PMST application;
- presentation delivery; and
- interview performance.

4.2. The panel will assess the PMST application against the following items:

- award of FPM's Certificate or Diploma in Pharmaceutical Medicine;

- specialist registration in another medical specialty including GP registration;
- pass in a UK medical royal college membership exam;
- award of another postgraduate qualification relevant to medicine;
- the number of competencies ticked on the 'Certificate of clinical and professional competencies in pharmaceutical medicine; and
- overall assessment of the quality of the PMST application.

4.3. The panel will assess the applicant's presentation against the following criteria:

- understanding (e.g. understands the question);
- content and structure;
- reasoning / direction / conclusion;
- communication skills; and
- overall impression.

4.4. During the interview component of the assessment day, the applicant will normally be asked two questions in the following four areas.

- commitment to the specialty;
- clinical training and experience;
- academic and personal skills; and
- professional integrity.

4.5. The panel can make one of the following decision outcomes:

Table 2.

Decision outcome	Description
Approved without recommendations	The panel is content to approve the applicant's enrolment on to the PMST programme without recommendations because it was satisfied with the applicant's presentation and interview performance during the assessment day, and it is content that the applicant has the required knowledge, skills and capabilities to undertake PMST.
Approved with recommendations	The panel is content to approve the applicant's enrolment on to the PMST programme because it was satisfied with the applicant's presentation and interview performance during the assessment day. However, the panel makes recommendations to the prospective trainee that s/he should consider as they prepare to undertake specialty training. A record of the recommendations will be shared with the Annual Review of Competence Progression (ARCP) panel at the trainee's first ARCP.
Approval postponed	The panel postpones approving the applicant's enrolment on to the PMST programme because:

	<ul style="list-style-type: none"> - it was not satisfied with the applicant's presentation or interview performance or both during the assessment day; or - the panel identified areas of the applicant's knowledge, behaviour and capabilities that need development before the applicant can start PMST; or - both. <p>The panel can postpone approving an application for one or more of the following reasons:</p> <ul style="list-style-type: none"> i) the applicant must provide additional evidence of competencies – the panel must specify what these are; ii) the applicant must sit/re-sit and pass the Certificate of Pharmaceutical Medicine (CPM), which is Part 1 of the Diploma in Pharmaceutical Medicine exam and consists of the multiple-choice questions (MCQ) paper; iii) the applicant must provide current evidence that they are fit to practise; or iv) the applicant must provide evidence that any outstanding investigation has been resolved. <p>This list is not exhaustive, and the panel might have other reasons, which must be explained to the applicant, for postponing approval of her or his application.</p> <p>Any task or requirement the panel has set the applicant, must be completed within a reasonable period. A reasonable period should not be more than one year from the date of the assessment day.</p>
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5. After the assessment day

5.1. At the end of the assessment day, the panel will meet to make its final decisions on each of the applicants, which will include:

- the panel's decision outcomes for each applicant;
- any recommendations for the applicants; and
- any tasks that the applicant must complete and the date of completion if approval is postponed.

5.2. The applicant will normally receive the panel's decision within five working days from the date of their assessment.

5.3. The decision letter or email will normally contain the following information:

- the panel's final decision;
- information on how to request a review of the decision if applicable; and
- the applicant's training start date, expected completion date, national training number (NTN) and the date of their first ARCP.

5.4. The administrator will also send fee and revalidation information.

5.5. If decisions are sent by email, the applicant is strongly advised to check their spam/junk folder in case the email is delivered to the folder. The applicant must contact the administrator if they have not received a decision within five working days from the date of the assessment. If the administrator does not hear from an applicant within this period, they will accept this as tacit acknowledgement of the email.

5.6. Applicants must not share questions or details about the presentation or interview questions with any third parties such as potential or prospective PMST applicants.

6. Review of the assessment panel's decision

6.1. The applicant is entitled to request the panel review its decision to postpone its approval to enrol the applicant on to the PMST programme.

6.2. The applicant must submit a written request to the panel chair within ten working days from the date the panel's decision was sent to the applicant. The applicant must state the specific reason or reasons why the panel should review its decision. The applicant can submit supporting documentary information with their written request.

6.3. The panel chair and as many members of the original panel will meet as soon as is practicable to review its decision. The panel will meet remotely via videoconference and can invite the applicant to attend the meeting if it decides this is appropriate. The panel's decision is final and there is no further appeal process.

6.4. FPM will not consider requests for a review if the applicant discovers after the ten working days that the decision email was delivered to their junk/spam folder. The applicant is responsible for checking that they have received a decision and to contact the administrator if they have not received a decision five working days after their assessment.