

PMST enrolment assessment day: guidance for assessment panels



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 purpose of the PMST enrolment assessment day (the assessment day) is to:

- i) assess the applicant's suitability to enrol on to the PMST programme; and
- ii) approve or postpone approval of 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. The Faculty of Pharmaceutical Medicine's (FPM's) Director of Specialty Training (DST) will be responsible for completing the initial evaluation of the PMST applications and supporting documentary evidence. This will include:

- checking that the applicant has completed a minimum of four years of clinical training and/or experience;
- the applicant has provided documentary evidence to support the clinical posts s/he is relying on for eligibility;
- provisionally approving the application; and
- recommending the applicant's training pathway (i.e. CCT or CESR CP).

2.2. FPM's administrator will notify the assessment panel of the date and time of the assessment day and send each member of the panel an Outlook meeting invitation, which will contain the joining instructions for the video calls with the applicants, following the DST's evaluation of the applications.

2.3. The administrator will also send to each member of the assessment panel the following items:

- i) an encrypted assessment pack, which will contain the applicants' application forms and supporting documentary evidence;
- ii) assessment sheets for the presentation and interview components of the assessment day;
- iii) allocated presentation and interview questions; and
- iv) a separate email containing the password to open the assessment pack.

2.4. Each member of the assessment panel must confirm to the administrator safe receipt of their assessment pack. It is a condition of panel membership to communicate with FPM when requested.

2.5. Each panel member will be expected to prepare for the assessment day by reading all the application forms, supporting documentary evidence and their allocated questions. Panel members are encouraged to make personal notes on each applicant and have these to hand during the assessment day as a reminder. Any personal notes a panel member decides to make are for their use only and should not be sent to other members of the panel or to the administrator.

2.6. The composition of the panel will normally include:

- DST
- chairperson or member of FPM's Education and Standards Committee
- specialist registrant in pharmaceutical medicine
- trainee representative (normally the chair or member of FPM's Trainees Committee)
- lay representative of the Pharmaceutical Medicine Specialist Advisory Committee.

2.7. The DST will normally chair the assessment panel. If the DST is unable to chair the panel, then the order that the next person should chair the panel is:

- i) chairperson or member of the Education and Standards Committee; and
- ii) pharmaceutical medicine specialist registrant.

3. On assessment day

3.1. All panel members must check the settings on the devices they will be using to join the videoconference. It is strongly recommended panel members join the video call at least 15 minutes early to allow themselves time to download the videoconferencing app and double check that the settings on their devices are correct.

3.2. The assessment day will start with the panel's briefing. The panel should use this part of the day:

- for housekeeping;
- to agree any ground rules for the panel;
- to go through the agenda; and
- to discuss the applications.

3.3. The panel chair will be responsible for introducing the applicants to each member of the panel. This must be followed by brief introductions from each of the panel members, i.e. stating their role on the panel.

3.4. The panel chair must explain to the applicant how the presentation and interview components of the assessment day will be conducted including timings.

3.5. Panel members should refrain from sending messages on the videoconferencing chat function unless it is to indicate to the panel chair or the administrator that they are experiencing technical difficulties.

3.6. Microphones must be on mute during the applicant’s presentation and when a panel member is asking the applicant questions. This will prevent unwanted background noise or technical interference disrupting the applicant’s presentation and interview.

3.7. The panel chair can ask each member of the panel to ask the applicants supplementary questions. If a panel member wants to speak, they must indicate to the panel chair by ‘raising their hand’. Panel members must only speak when the panel chair invites them to do so.

3.8. Panel members must ask their allocated questions as written. They can ask a supplementary question or ask the applicant to clarify their answers to the opening questions.

3.9. The panel must keep to time and make sure the applicant finishes promptly.

3.10. Panel members must report any actual or perceived conflict of interests that they have with applicants to the panel chair and the administrator as soon as possible so that there is time to change the membership 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; and
- interview.

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 assess and score the applicant’s presentation against the following criteria:

Criterion	Maximum score
Understanding (e.g. understands the question)	2
Content and structure	5
Reasoning / direction / conclusion	5
Communication skills	5
Overall impression	3

4.4. During the interview component of the assessment day, the applicant will normally be asked two questions in the following four areas. Each question can score a maximum of five points:

- 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:

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	<p>The panel postpones approving the applicant’s enrolment on to the PMST programme because:</p> <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;

	<p>iii) the applicant must provide current evidence that they are fit to practise; or</p> <p>iv) the applicant must provide evidence that any outstanding investigation has been resolved.</p> <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. The administrator will record the:

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

5.2. The administrator will send either letters or emails to each of the applicants, which will normally contain the following information:

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

5.3. Any additional information relating to the applicant's enrolment on to the PMST programme can be sent in an email.

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

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

5.6. Panel members must:

- return their completed assessment sheets for each applicant to the administrator by email only;
- permanently delete their assessment packs on their device and/or in their email folders; and

- destroy any other notes that they have written and that might contain personal and/or confidential data.

5.7. It is recommended that panel members wait ten working days from the assessment day before destroying/deleting personal data and confidential information in case an applicant writes to the panel chair to request the panel reconsider its decision to postpone enrolling them on to the PMST programme.

6. Review of the assessment panel's decision

6.1. An applicant is entitled to request the panel review its decision to postpone its approval to enrol the applicant on to the PMST programme. The request must be in writing and can include supporting documentary evidence. The written request must be sent to the panel chair within ten working days from the date the decision was sent to the applicant. The applicant must state the specific reason or reasons why the panel should review its decision.

6.2. The panel chair and as many of the original panel will meet as soon as is practicable to review its decision. The panel can meet remotely by video call. The panel may also invite the applicant to attend the meeting if it decides this is appropriate.

6.3 The panel's decision is final and there is no further appeal process.