

College and HcAT (reporting, publication, research, national picture) greatly surpass the advantages to trainees who would only benefit from the archiving structure. The intent for HcAT to own the intellectual rights was an issue for the group.

It was reported that currently, the MMC and the deaneries meet the online assessment costs for foundation trainees.

Dr Gray advised the meeting that for quality assurance purposes and to satisfy PMETB's requirements for a robust assessment system, the College's workplace-based assessments should ideally be conducted on a web-based system and that two other proposals are being sought:

- Premier IT – they are in the developmental stages for administering web-based assessment tools on behalf of the Royal College of Ophthalmologists.
- The Workplace-Based Assessment Department to undertake a costing exercise for the College to develop this work.

The meeting was reminded that the online system must be ready in time for the commencement of run-through trainees starting in August 2007. Dr Gray asked for all the assessment tools and guidance notes to be finalised by the end of May 2007 for submission to the chosen company who will be developing the web-based system.

Action: All to finalise assessment tools and guidance notes by the end of May 2007. To offset some if not all the costs to trainees, Dr Gray to seek funding from the Department of Health and possibly the European Union.

3. Minutes of the Last Meeting held on 7 December 2006

The minutes were accepted as a true and accurate record.

4. Matters Arising from the Minutes

a. Number and frequency of assessments

Dr Gray reported 6-8 assessments was now recommended per year/trainee. This is based on further advice from Professor Southgate (email attached for verification) and also the CATT's strong opposition to the previously recommended 8 assessments. The Chairperson advised that if 6 assessments are conducted, where some are sub-standard, then more than 8 could be carried out where required.

Action: All specialty representatives to propose number/frequency/stage/month of workplace-based assessments and forward to Sandra Dewar by the end of May 2007 as per example below. (A proforma is attached for this exercise).

	Specialty		
ePATH-SPRAT (MSF)	Stage A (Month 7)	Stage B/C (Month 31)	Stage C/D (Month 53)

Concerns were raised that as the assessments are driven by trainees, for some, it may be difficult to pin down assessors. It was reported that it was expected that deaneries will look closely at the process and that it is also in the interest of assessors to conduct assessments in good time on a regular basis.

b. New Name for ePATH-SPRAT (MSF)

It was previously agreed that a new name, to replace ePATH-SPRAT was necessary. 'MPAT' and 'MPATH' (multi-source feedback in pathology) were suggested.

Action: Dr Gray to check these acronyms were not in use by others.
He agreed to ask for other suggestions at the trainer event on 10 May 2007.

c. Use of assessment tools

Histopathology

Dr Mary Thompson requested that trainee signature and date be added to the histopathology assessment forms. This was agreed by all other specialty representatives for their own assessment forms.

Action: Sandra Dewar to carry out the additions.

Medical Microbiology

Dr John Hood reported that there are some slight changes to the medical microbiology assessment forms.

Action: Dr Hood to forward the changes to Sandra Dewar.

It was agreed that the assessment forms particularly CbD and ECE should contain a reminder that no direct patient identifiers should be included when filling in the form.

Action: Sandra Dewar to include on forms.

Chemical Pathology

Dr Alan Jones reported that the next CATT meeting was on 27 March following which he would report on further development at the next Working Group's meeting.

Action: Dr Jones

Virology

Dr David Carrington was absent. It was reported that information and guidance for the assessment forms was still being awaited.

Action: Dr Carrington

d. Definitions and Purpose of Tools

The document containing draft definitions was circulated in advance of the meeting. It was reported that the definition for CbD is only accurate for one specialty.

Action: Sandra Dewar to make changes to the text for CbD to encompass all specialties.

The group was asked to advise, by the end of May, any other final amendments to the 'Definitions' before its uploading onto the College website.

Action: All

There was one reported change to the purpose of the year 1 assessment – Item 1.4.

Action: Sandra Dewar to carry out the amendment in line with the submitted assessment system application to PMETB.

A generic purpose is to be developed before uploading onto the college website.

The group was asked to advise, by the end of May, any other final amendments to the 'Purpose' before its uploading onto the College website.

Action: All

e. Submission of Assessment System to PMETB

The Chairman reported that this piece of work led by Joanne Brinklow with many contributors was submitted to PMETB by the deadline of 28th February. Key College personnel and directors are expected to present to PMETB at their invitation.

(i) PMETB curricula meeting

It was reported that the revised curricula was re-submitted to PMETB. RCPATH representatives met with the PMETB panel and made a presentation on 5 December 2006. Brief notes from the meeting/presentation and a letter from PMETB was previously circulated.

5. Multi-source Feedback

a. Specialty Specific

The MSF questions used for year 1 histopathology trainees had been circulated. It was reported that the results of the year 1 histopathology OSPE assessment 2006 had correlated well to the MSF questions. The MSF assessment is conducted at month 7. The year 1 assessment is at month 8; the second opportunity of the year 1 assessment is at month 10.

Although the meeting agreed that specialty specific questions must be devised, a discussion took place on the validity of some of the questions used for year 1 histopathology trainees as it was felt that they contained a variety of other tools. It was generally felt that MSF should test behaviour and attitude. It was also observed that several of the questions were clinical and therefore could not be answered by non-clinical staff.

The Chair asked representatives to discuss with CATT members, the formulation of year 1 MSF questions, maybe electronically, and report back to the next meeting.

Action: CATT representatives

b. Years 3 and 5

It was suggested that generic questions should be devised for all specialties for years 3 and 5, for example, leadership questions.

Action: Specialty representatives to discuss with CATTs.

6. WPBA Complaints and Appeals

A draft WPBA complaints and appeals document was circulated in advance of the meeting. Dr Gray reported that it is similar to the one used for the Examinations Department. The meeting advised that both year 1 assessments and workplace-based assessments needs to be incorporated and differentiated in the document. Dr Gray asked for further comments and feedback before the end of May 2007.

Action: All
Dr Gray to write to lead deans to ask about the mechanisms for dealing with complaints.

7. Ensuring Compliance for Legislation and Diversity

This document was circulated in advance of the meeting. Dr Gray reported that it was extracted from the assessment system submitted to PMETB.

It was suggested that guidelines must now be drawn up, for example reasonable adjustments must be made for those with disabilities where they can be accommodated without impairing the ability of the trainee to perform safely.

Dr Gray asked the group for further views – before the end of May 2007. Consideration should be given to the content and its impact on the specialties.

Action: All

8. Long-term Oversight of WPBA

This document was circulated in advance of the meeting. Dr Gray explained that the Workplace-Based Assessment Working Group comes to an end soon with only 3 meetings left to go. Dr Gray further explained that it is anticipated that a further group will be formed to monitor the web-based system and to have a strategic oversight of workplace-based assessments in College specialties.

9. ASME Conference – 13 December 2006

Dr Gray reported that the conference which focussed on MSF was well attended and guest speakers included Dr Jocelyn Lockyer (University of Calgary) and Dr Helena Davies.

Dr Gray tabled a 5 point scale Alberta Instruments document 'Peer Laboratory Physician Survey' which he advised will be used to assess lab medicine specialists. The questionnaire will be used this year with the analysis being available later in the year. He advised that

this document is copyrighted to Dr John Swiniarski and has only been tabled for information.

Dr Gray also reported that Dr Peter Cowling, Director of Professional Standards was in discussions with Canadian pathologists who have developed a generic multi-source feedback tool for consultant pathologists. Dr Cowling was investigating the possibility of using a similar tool for the revalidation purposes.

10. Documents for Information

ASME – Workplace-based assessment in clinical training

These booklets were tabled at the meeting.

Action: Sandra Dewar to send copies to absent members and deputies.

PMETB Developing and maintaining an assessment system - a PMETB guide to good practice

[\(\[http://www.pmetb.org.uk/fileadmin/user/QA/Assessment/Assessment_good_practice_v02_07.pdf\]\(http://www.pmetb.org.uk/fileadmin/user/QA/Assessment/Assessment_good_practice_v02_07.pdf\)\)](http://www.pmetb.org.uk/fileadmin/user/QA/Assessment/Assessment_good_practice_v02_07.pdf)

This useful PMETB link was provided for information. The link is to a useful explanatory document on assessment systems.

11. Any Other Business

- a. An RCP document received from Dr Patrick Twomey was tabled and noted – ‘SAC recommendations and guidance on the introduction of DOPS in training for renal medicine’.

12. Future Meeting Dates

Wednesday, 14 June 2007 at 10:30am (***Please note change of date***)

Tuesday, 25 September 2007 at 10:30am

Tuesday, 20 November 2007 at 10:00am (***Final meeting - venue to be notified***)