



The Royal College of Pathologists
Pathology: the science behind the cure

Workplace-Based Assessment Working Group
Minutes of the Meeting held on 14 June 2007

Present:

Dr Trevor Gray (Chairperson)
Miss Joanne Brinklow
Dr John Hood
Ms Elizabeth Livingston
Ms Lucy Wheeler (temp)

Mr Peter Anderson
Dr Philip DaCosta
Dr Peter Johnston
Mrs Stella Macaskill

Dr Ruth Ayling
Ms Sandra Dewar
Dr Alan Jones
Dr Mary Thompson

1. Welcome and Apologies for Absence

Dr Trevor Gray welcomed all to the meeting.

Apologies for absence were received from Dr Dinakantha Kumararatne, Dr Paul Simcock and Dr Hani Zakhour.

2. Minutes of the Last Meeting held on 14 March 2007

The minutes were accepted as a true and accurate record.

3. Matters Arising from the Minutes

a. Key Activities and performance measures

This document, circulated in advance of the meeting was brought up to date by the group.

(i) Assessment forms

As the implementation date looms, members were asked to check all their assessment forms for accuracy.

Action: Dr Carrington to provide guidance notes for virology assessments.

A letter received from Dr S J Iqbal was noted. He suggested that a space should be provided for the trainee's GMC number. Although it was removed from the form originally, it will be necessary for the paper-based system.

It was suggested and agreed that an outcome for each assessment should be provided.

Action: To agree what the outcome should be.

The meeting was advised that the Gold Guide stipulates that unsuccessful workplace-based assessments need not be included in the evidence submitted to the annual review of competence progression (ARCP). However, unsuccessful workplace based assessments should be retained in the trainee's portfolio so that they are available for discussion with educational supervisors during educational appraisal discussions.

(ii) Advice on frequency of assessments

The Chair reported that correspondence was received from Professor Southgate. She had confirmed that at least 6 assessments throughout the year will suffice, but more should be conducted if performance is in doubt. All specialty representatives agreed to take this advice on board.

(iii) Proforma assessment timeframe

Members were asked to propose number/frequency/stage and month for workplace-based assessments. The histopathology team submitted a proposal – as attached. The chemical pathology team proposed six assessments for DOPS, CbD and ECE – all to be spread evenly throughout the year.

Action: Dr Hood to discuss with medical microbiology CATT members at the next meeting to be held on 19 June 2007.

Dr Carrington was absent from the meeting, therefore no arrangements as yet for virology.

4. **Administration of Workplace-Based Assessment Programme**

Dr Gray reported that 3 companies had been approached to develop a web-based system for workplace-based assessments. The College was alarmed at the potential costs.

a. HcAT

Further correspondence and a SWOT analysis were circulated in advance of the meeting.

b. Premier IT

The response to the tender and a SWOT analysis were circulated in advance of the meeting. It was reported that Premier IT had made a presentation to the project team on 5 April 2007. Their work includes developing ePortfolio for the Royal College of Ophthalmologists.

c. Bray Leino Digital

Their response to the tender was circulated in advance of the meeting.

All three organisations proposed a different service. It was reported that the project team, at its meeting on 16 May 2007 concluded that the tendering letters sent to the three organisations was not adequate for the scale of work that was required. It was felt that a more structured approach for the web-based system was required. A project brief was therefore written; version 4 was circulated in advance of the meeting. The Chair reported that a technical specification and a reporting and analysis structure will be written and be included in the project brief and tendered to the above three organisations and others.

The web-based system project was therefore placed on hold, not least because of the tight timescales for implementation. In the interim period, a paper-based system would be in operation, to commence in August 2007. The assessment forms and guidance notes would be available for download from the College website.

Discussions took place regarding the recording, storing and evaluating of the paper-based assessment forms. It was suggested that administrators in the histopathology SHO schools could probably assist with storing the information. A computer database would then be required.

Action: Joanne Brinklow and Sandra Dewar to ask for this assistance at the next Histopathology Operational Board meeting to be held on 28 June 2007.

Dr Johnston talked about a computer database system being used in Scotland for storing and analysing information from questionnaires and surveys. The meeting agreed that such a database would probably be ideal for our purpose.

Action: Dr Johnston to investigate.

Dr Gray reported that HcAT have agreed to continue administering ePATH-SPRAT on behalf of the College. An SLA would be drawn up in due course.

Year 3 histopathology trainees will undergo an MSF assessment next year. It was mooted that one single MSF form for Year 3 and 5 trainees, and consultants was under consideration.

It was suggested that the MSF forms should include professionalism.

Action: 'Professionalism' to be defined.

5. Web-based System

a. Launch to trainees and supervisors

The web-based system is expected to be launched in August 2008.

b. Delivery of training to supervisors and assessors

It was reported that the first training day was provisional planned for October.

Continuous training is expected to be disseminated through regional events and deaneries.

6. Submission of Assessment System to PMETB

Dr Gray reported that College directors and staff met with PMETB on 16 May 2007 to discuss the submission. Correspondence has since been received from PMETB advising of a conditional approval. The question summary and the conditionally approved letter had been circulated in advance of the meeting. Work on the two conditions has already commenced.

Dr Gray thanked Joanne Brinklow, Sandra Dewar and Peter Anderson for their contributions to the submitted assessment system.

7. WPBA Complaints and Appeals

The meeting discussed the lines of responsibilities for complaints and appeals of workplace-based assessments. It was generally felt that responsibility should be at a local level, although it was expected that the College should provide guidance.

Action: Clarification to be sought from the deaneries.

It was agreed that any challenges regarding the Year 1 assessment is the College's responsibility.

8. Ensuring Compliance for Legislation and Diversity

This document is still at its preparatory stage and will be circulated in due course.

Action: Sandra Dewar

9. Terms of Reference for proposed Assessment Committee

Dr Gray advised that the Working Group will disband following two more meetings. An Assessment Committee will be in place to monitor and evaluate workplace-based assessments. A terms of reference for the Assessment Committee will be circulated in due course.

Action: Sandra Dewar

a. Draft versions of the JCPT and CATT terms of reference was circulated for information.

10. Any Other Business

Joanne Brinklow reported that MTAS announced two rounds of recruitment for medical microbiology – the first round to be completed by 22 June 2007 and the second by 31 October 2007. It is expected that some trainees may enter training as late as January 2008. It was acknowledged that this will have an adverse effect on the ePATH-SPRAT and Year 1 assessments as they are conducted in February and March - months 7 and 8 of training respectively.

11. Future Meeting Dates

Tuesday, 25 September 2007 at 10:30am

Wednesday, 5 December 2007 at 1:00pm (***Final meeting – please note new date/time***)
The venue will be confirmed soon as the College will be relocating to temporary premises in October.