



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

Workplace-Based Assessment Working Group
Minutes of the Meeting held on 25 September 2007

Present:

Dr Trevor Gray (Chairperson)
Dr David Carrington
Dr John Hood
Dr Dinakantha Kumararatne
Mrs Stella Macaskill

Dr Ruth Ayling
Dr Philip DaCosta
Dr Peter Johnston
Ms Elizabeth Livingston
Dr Mary Thompson

Miss Joanne Brinklow
Ms Sandra Dewar
Dr Alan Jones
Dr Jenifer Logue

1. Welcome and apologies for absence

Apologies for absence were received from Mr Peter Anderson, Professor Shelley Heard and Dr Hani Zakhour.

Dr Trevor Gray welcomed all to the meeting, particularly Dr Jennifer Logue who was attending for the first time. Dr Logue represented the Trainees Advisory Committee in Dr Paul Simcock's place who resigned from the Working Group's membership recently.

Dr Gray explained that it was the penultimate meeting and the main focus would be the approval of the workplace-based assessment forms, guidance notes and supporting documents so that they could be made available on the College website.

2. Minutes of the last meeting held on 14 June 2007

The minutes were accepted as a true and accurate record with one amendment to show the ownership of the word 'unsuccessful':

Page 2... The meeting was advised that the Gold Guide stipulates that '**unsuccessful**' workplace-based assessments need not be included in the evidence...

3. Matters arising from the minutes

a. Key activities and performance measures

Sandra Dewar reported that this document would be fully updated for the final meeting to be held in December 2007.

(i) Assessment forms and guidance notes to be approved

All specialty assessment forms and guidance notes were presented to the group in advance of the meeting.

It was noted that medical microbiology and virology trainees would not currently be required to undertake ECE assessments. Dr Gray explained that it was not part of the assessment system submitted and conditionally approved by PMETB and therefore could not be added to the requirements. He stated that during the evaluation of the tools, supervisors should be watchful of opportunities where ECE might be useful and escalate the information to the CATTs.

Action: Sandra Dewar to create an assessment form for medical microbiology ECE with the list of items provided by Drs Elisabeth Ridgway and Martin Gill.

Dr Hood to talk to the assessment form at the next opportune CATT meeting.

Dr Gray reported that following a meeting with Dr Kathy Boursicot on standard setting for workplace-based assessment, she advised that the College may wish to appoint an independent group to carry out an evaluation of the assessment tools.

Action: Dr Gray to discuss further with Sandra Dewar and Stella Macaskill.

The meeting agreed that MSF and its contents for year 1 trainees should be left to the decisions of the year 1 assessment panels. It was noted that HcAT would be administering the MSF assessment on behalf of the College.

It was commented upon that the assessment forms does not leave room for trainee feedback. It was decided that trainee feedback would be taken into account in designing the web-based system.

Action: Sandra Dewar to include in the technical specification.

It was noted that only assessment forms with a satisfactory outcome need be presented to the ARCP. However, all assessment forms must be retained by the trainee, with a copy given to the assessor, educational supervisor and one sent to the College. It was explained that educational supervisors may want to investigate further if there are too many unsatisfactory assessments.

Following the lengthy discussion, with all issues and concerns identified and clarified, the group agreed that the documents were now ready for the wider audience.

Action: Sandra Dewar to make the necessary amendments and upload the documents onto the College website by the end of September 2007.

(ii) Administration of workplace-based assessment programme

The technical specification is being considered and when completed, a supplier for the web-based assessment system will be sought. Dr Gray reported that the College is seeking a most cost effective system as long term funding may be an issue. The web-based system will be implemented in August 2008. It was noted that several companies have, or are developing systems and are already currently working with some royal colleges.

Dr Gray also reported that the College had purchased a database software from Snap Surveys to record and analyse the data from the paper-based assessment forms. Additionally, the completed forms would be kept in trainees' files and also electronically as pdf files.

The meeting discussed whether deaneries should be privy to trainees' assessments or should trainees primarily give the College permission to release their data to the deaneries.

Action: Dr Gray to consider and seek advice from Professor Heard.

b. WPBA complaints and appeals

This document was circulated in advance of the meeting and sought the group's approval. Approval was granted, subject to minor amendments.

Action: Sandra Dewar to make the necessary amendments and include on the College website as a supporting document to the portfolio of workplace-based assessment - by the end of September 2007.

(i) Responses from lead deans

Correspondences were circulated to the group in advance of the meeting.

On 5 July 2007, Dr Gray wrote to Professor Clair du Boulay and Dr Ian Hastie to query:

- whether the deaneries would require a copy of the assessment forms or would submission at the ARCP be sufficient
- the deanery role in the investigation of complaints.

Both deans agreed that appeals following workplace-based assessments would be dealt with by the deaneries and that it was not necessary for the deaneries to hold copies of the assessment forms as they would be kept in the trainee's portfolio and reviewed by the ARCP panels. Complaints will be dealt with by the College.

c. Ensuring compliance for legislation and diversity

This document was circulated in advance of the meeting. Dr Gray stated that it was modelled from the assessment system submitted to and conditionally approved by PMETB.

Action: Sandra Dewar to make the document available on the College website by the end of September 2007.

d. Draft terms of reference for the proposed Assessment Committee

The draft ToR was circulated in advance of the meeting. The chairperson reiterated that following the disbandment of the Working Group, an Assessment Committee will be in place to monitor and evaluate workplace-based assessment and to have overall strategic oversight of year 1 assessments in all College specialties.

One raised concern was that the membership comprised many College staff. It was noted that College staff should be observers and not members of the committee.

Action: Sandra Dewar to carry out the amendments. Draft ToR to be presented to the Assessment Committee at its first meeting to be held next year.

4. **Standards for assessment tools**

The document, 'standards for assessment tools', provided by Dr Trevor Gray was circulated to the group in advance of the meeting. Dr Gray explained that an attempt was made to amalgamate all the domains across all the specialties. The meeting agreed that it was a

valuable and helpful document for assessors. It was also suggested that it was in advance of what other colleges may currently have in place.

Action: Dr Gray asked the meeting to provide comments/feedback to Sandra Dewar by 26 September 2007 so that it could be made available on the College website by the end of September 2007.

a. Variety of assessors

Clarification was sought on the variety of assessors to carry out the assessment. It was agreed that this could not be determined by the group and that individual trainees would need to vary their own chosen assessors.

b. Definition – medical professionalism

The meeting agreed that this document, circulated in advance of the meeting was to be made available on the College website in support of workplace-based assessment. It was acknowledged that the work was conducted by the Royal College of Physicians.

5. **Workplace-based assessments for flexible trainees**

This document was circulated in advance of the meeting. The meeting agreed minor amendments.

Action: Sandra Dewar to carry out the amendments; document to be made available on the College website by the end of September 2007.

6. **End of stage review (ESR)**

Miss Joanne Brinklow reported that the ESR was primarily developed for histopathology run-through training as it was not covered by the RITA process. However, now that all trainees are covered by the ARCP process, a downscaled ESR structure would be developed by the College. In the main, it will indicate when trainees have completed the stage of training, record any issues and state how they are progressing.

7. **Proposed DOPS for WPBA of autopsy**

Following discussions and email correspondences with Professor Sebastian Lucas, Dr Gray reported that a DOPS autopsy was proposed and asked the histopathology team for comments.

Action: Dr Gray to forward the proposed DOPS assessment form to the histopathology team.

8. **Review of current terms of reference**

A review of the current ToR was undertaken by the group. It was generally felt that all objectives were met. However, the meeting was asked to feedback to Dr Gray and Sandra Dewar any comments.

Action: Group members – by 30 November 2007.

9. Update on the assessment system for Immunology

Dr Kumararatne tabled the assessment blueprint and the RITA decision aid for immunology which have been accepted by PMETB. He reported that the workplace-based assessments run by the JRCPTB are Mini-CEX, acute care assessment tool, MSF, written portfolio including case based discussions and laboratory attainment logbook. The frequencies of the assessments at each stage of training are given in the PMETB RITA aid document.

10. ePATH-SPRAT Report, Year 1 Histopathology

The report, produced by HcAT was circulated for information.

Mrs Stella Macaskill reported that a standardised generic MSF tool would be implemented for year 3 pathology run-through trainees and pathology consultants. The contents of the proposal had been circulated to the working group, the College executive committee and Council members. Several comments were received. Following the comments, a draft revision of the MSF project brief was produced. The project brief was tabled at the meeting and Mrs Macaskill asked the group to feedback their comments to Sandra Dewar. Mrs Macaskill explained that the purpose of the generic MSF tool was different to the purpose of the year 1 MSF tool. The generic MSF tool would be implemented in 2008 for year 3 histopathology trainees and pathology consultants.

Action: Group members to feedback their comments to Sandra Dewar by 30 November 2007.

11. Training the Assessor: Workplace-based assessment, 19 October 2007

The programme was enclosed for information. The meeting was informed that the event, to complement the launch of workplace-based assessments would take place in Westminster and that real-life actors would be role-playing. Good and bad examples of feedback sessions were expected to be highlighted.

12. Any other business

a. Bulletin Articles

There is a brief article on exam costs in the bulletin. Additionally, there is an article on workplace-based assessment.

- b. It was noted that for 2007/08, trainee registration fee increased by £14 to £70. MSF assessment for year 1 trainees also increased by £5 to £40.

13. Date of next meeting

The final meeting of the WPBA Working Group will be held on Wednesday, 5 December 2007 at 1:00pm at the British Society of Haematology, 100 White Lion Street, London, N1 9PF – <http://www.b-s-h.org.uk/findus.htm>