

## **Role Specification**

The role of the panel of QP assessors is to assess the suitability of applicants for QP eligibility, which includes:

- conducting written reviews of applications to make an initial assessment on suitability.
- sitting on the interview panel for assessments, working with colleagues from the Royal Society of Biology and Royal Society of Chemistry to certify individuals as eligible for nomination as a QP
- acting in an advisory capacity to support the QP Officer with questions from potential applicants, stakeholders and qualified QPs
- providing advice relating to disciplinary procedures taken against a QP either on a professional basis or by recommendation from the MHRA or VMD
- attending annual meetings to contribute to discussions on QP matters and to provide intellectual input for QP events
- collaborating with the RPS to raise the profile of the QP eligibility scheme

*Essential criteria for prospective Assessor Panel members;*

- Current member of the Royal Pharmaceutical Society and listed on the RPS QP register under the permanent provisions of the The Human Medicines Regulations 2012 and The Veterinary Medicines Regulations 2013
- Experience in a quality role (*a minimum of 5 years under a full manufacturing authorisation in the UK*)
- Current experience acting as a Qualified Person (*a minimum of 3 years and named on a manufacturing authorisation license*)
- Professionally active and keeping up to date with cGMP, cGDP and QP matters
- A UK resident

*Desirable Criteria for prospective Assessor Panel members;*

- Experience in conducting interviews or assessment processes
- Appropriate interpersonal skills, including good interviewing technique and communication skills
- An understanding of the assessment procedure and its purpose (further training is provided for new Assessors, see below)
- Ideally, experience of the training and development of others

Assessors are required to comply with the Joint Professional Bodies' (JPB) assessment processes and RPS governance and operations frameworks, as well as the QP Code of Practice.

*Time commitment and remuneration (RPS)*

Individuals must commit to the time expectations for an Assessor (see Roles and Responsibilities for further detail). This is estimated to total around 7 days per year, distributed in half days and full days through the year.

The Assessor position is a voluntary one and no remuneration is associated with the role, however reasonable travel expenses (within GB) incurred while carrying out Assessor duties will be reimbursed.

**Terms of service**

Currently, QP Assessors do not have a term of service . These positions are recruited as and when a vacancy occurs, and it is expected if an Assessor no longer meets the role specification that they would step down from the Panel.

Notice will be provided by the RPS if there are any changes to these arrangements.

It is also expected that if an individual is no longer able to serve their position they provide sufficient notice to enable continuity planning (taking into account scheduled assessments and meetings). QP Assessors (including Vice-Chairperson QP Panel) can provide notice to the Chairperson QP Panel. In all instances a copy of notice should also be provided to the QP officer.