Thank you for agreeing to provide a testimonial for RPS Faculty assessment.

Below is some background that will help you understand why you have been asked for this testimonial and how it will be used:

What is the RPS Faculty?

The Royal Pharmaceutical Society is the professional body for pharmacists and pharmaceutical scientists in England, Scotland and Wales. The RPS Faculty provides the Society’s professional recognition programme, with an aim to help members demonstrate excellent patient care by supporting development in their roles across all sectors.

Membership and RPS Faculty Post-nominals are awarded following an assessment of the member’s knowledge, skills, behaviours and experiences. The RPE assessment comprises three elements:

- Portfolio review based on the Advanced Pharmacy Framework
- Peer Testimonials
- Expert practice assessment, based on CV.

There are three stages of Faculty membership:

1. **Advanced Stage I**: “Experienced”. A pharmacist at this stage may either be in the early stages of specialisation and advancement or established in a role and performing well. These pharmacists are advanced beyond foundation years.

2. **Advanced Stage II**: “Excellence”. A pharmacist at this stage will be expert in their area of practice and very experienced. They will routinely manage complex situations and be recognised as a leader locally or regionally.

3. **Mastery**: “Exceptional”. A pharmacist at this stage will be recognised as a leader in community pharmacy; senior management and corporate level practice in NHS; equivalent leads in academia; business / corporate leadership roles in industry; business or strategic leader in community. They will be a nationally recognised leader in an area of expertise (often internationally) alongside a breadth of experience and expertise.

What is the purpose of the testimonial/ how will the testimonial be used?

The aim of the testimonial is to gather feedback from a range of colleagues to support the Faculty assessment by providing commentary and context from referees. This tool is designed to aid the assessment process and contribute towards providing meaningful feedback that the Faculty applicant can use in their professional development. You may be contacted by the RPS to confirm you provided this testimonial.

Don’t feel you need to understand the Faculty stages to be able to comment on the performance of the applicant. The Assessors will be looking for an overview of how this individual works with colleagues and/or provides a service. The Faculty award will be made through an in depth assessment of all the evidence provided in the portfolio.

If you have not worked with the applicant recently or for very long your comments are still welcome though you may wish to note this on the form in the “In what capacity are you known to the candidate” section. However if you do not feel you have appropriate experience working with the applicant you may decline to provide the testimonial. Please let the applicant know as soon as possible to enable them to find another referee.
Who will read this testimonial?

Your Testimonial will be read RPS Faculty assessors. Only the individuals involved in the assessment of this Member will read your testimonial and it will be treated confidentially throughout the process. The RPS member who has requested this testimonial will also see your responses.

Who can provide testimonials?

Faculty applicants nominate appropriate referees. Ideally you need to have worked closely enough to be able to comment on their performance in a range of aspects. However, if your experience of the applicant is narrower, it is not essential that the testimonial covers all the areas covered in the form. We recommend that 2-5 peer testimonials are provided and all the points should be covered between them all.

The Faculty applicant has nominated colleagues who might include supervising pharmacists, medical and nursing colleagues, team members or support workers, fellow academics, scientists, primary care colleagues, researchers, managers, directors or peers.

Faculty assessment requires a minimum of two testimonials, but routinely we would expect four or five referees, covering colleagues, external contacts, and employers, who can support the applicant’s portfolio.

How to complete the testimonial:

- Please make sure the name of the pharmacist you are assessing is completed at the top.
- The form includes headings to provide help and structure for this testimonial but you should aim to provide descriptions and give examples within the comments box in support of your professional opinions of their practice as these are the most helpful to the assessors.
- You are also encouraged to supplement the form with a written letter or document, but this is not essential.
- Please use your own current or past observations of the member to assess his/her demonstration of each of the competencies. If you are unable to assess the member on a competency because you have never observed him/her in a situation utilising that skill, please indicate that by writing “Unable to Assess” in the box.
- Please comment on the pharmacist’s performance according to what you would expect from someone at his or her career stage; this may or may not relate to their role/job title.
- Your rating should be on the pharmacist’s global performance in each area the question relates to.
- Please return the completed testimonial from to the Member whose practice you have assessed by email and they will submit it to the RPS Faculty. If you wish you can save the completed form as a PDF.

Thank you for contributing to this pharmacist’s professional development

If you have any further questions or comments you can contact the RPS Professional Development and Support team on 0845 257 2570 support@rpharms.com