

Peer Assessment Tool

User Guidance for Remote Supervisors and Educational Supervisors

The peer assessment tool (PAT) enables learners to seek feedback from peers on a clinical case, stimulating self-reflection thus supporting their development. The PAT takes place over a six-week period and involves a review from three peers and you as a remote supervisor. You will be randomly assigned a case with three completed peer reviews to review and will be asked to provide feedback anonymously. Details of the randomisation process can be found at the end of this guide.

As an educational supervisor or tutor, you will also be required to review feedback provided by peers and another remote supervisor for your own learner, to facilitate learning. For further information about the tool and its benefits, please see the [Health Education England \(HEE\) Peer Assessment Microlearning](#).

This technical user guide outlines the main functions of the PAT for remote supervisors. The PAT can be found within the Royal Pharmaceutical Society (RPS) Provisional Registration E-portfolio (<https://www.rpharms.com/development/e-portfolio>). Simply log into the portfolio using your usual login details. If you are an RPS member, this will be your membership log in. If you are not an RPS member, you can create an account through the registered user process. For any access or technical enquiries, please contact support@rpharms.com for further assistance.

Completing a PAT

The four key steps of the PAT are summarised in the diagram below:



As there is a set period for completion of the tool, it is important you set aside some dedicated time to focus on each phase of the process. The E-portfolio will send you automated messages about the timelines so do keep an eye out for these reminder emails.

NOTE: Emails from the e-portfolio are autogenerated from a no reply account (noreply=messages.axiadigital.co.uk@mg.axia.support). You may find that these can land in junk folders so do check this regularly for any updates and reminders.

1. Submission of case by learners

Learners have two weeks to submit details of a clinical case using the set proforma with the following sections:

- a. Area of practice and nature of encounter
- b. Summary of the case
- c. Patient details
- d. Current medication list (for patient)
- e. Compliance issues
- f. Problems identified

- g. Pharmaceutical contributions to patient case
- h. Follow up, monitoring or signposting for patient
- i. Reflections and learnings
- j. References

An image of the case submission form is provided below for information. Please note that you will not be able to edit this.

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Introduction

Do you have consent from the patient to record this case submission? Yes

Verbal consent from the patient is required to continue

Outline your area of practice and the nature of your encounter with the patient

You may wish to include information on your general role and any additional experience you have along with the context for your input into this patient's care

0 words (maximum 400 words)

Detail a brief summary of the case

It may help to think about the important learning points from the case and why you thought it would be a good case for peer assessment

0 words (maximum 400 words)

Patient details

Age

Sex

2. Peer review of cases

This phase opens once the case submission period has elapsed. Peers have two weeks from this date to review cases. There is no action for you to take during this period.

3. Review of cases (as a remote supervisor)

This phase opens once the peer review period has elapsed. You have two weeks from this date to review your allocated cases.

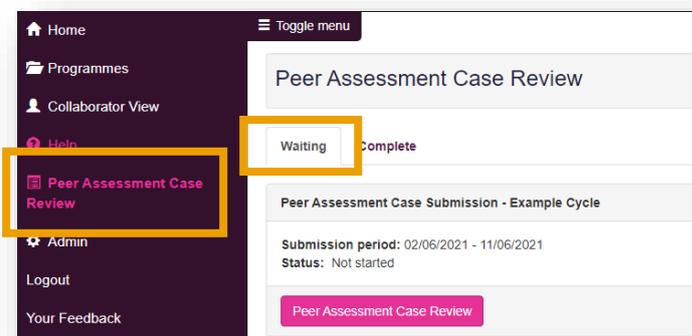
The PAT can be found under the navigation menu on the right of the screen. Click on **'Toggle Menu'** to expand the view. All tools are listed in alphabetical order.



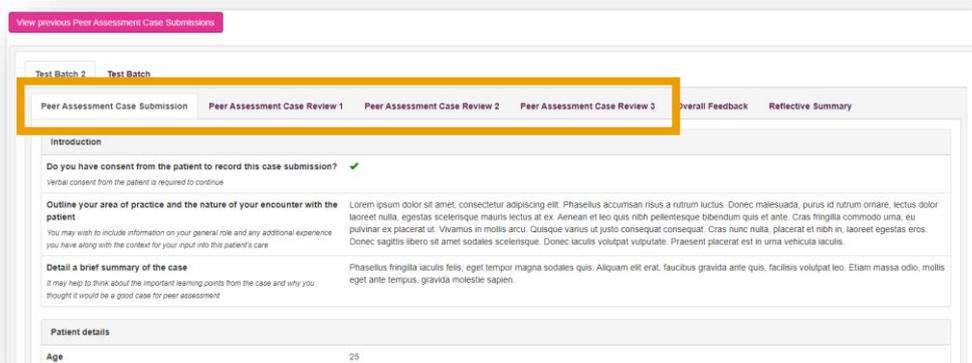
Warnings: Please note that you may also see a screen that indicates that there are 'No active batches'; this is because the PAT cycle has not opened. Please return on the date that the PAT goes live.

4.1 Reviewing peer feedback

To view and review the case and completed peer reviews, select **'Peer Assessment Case Review'** and click on the **'Waiting'** tab.



You can view the original case under the 'Peer Assessment Case Submission' tab. Feedback from peers can be viewed under the 'Peer Assessment Case Review' tabs'.



Read the feedback and complete all fields as instructed.

You also have the option to hide feedback from the learner if you feel the feedback is inappropriate.

Documentation and summary of case

- Has the pharmacist provided all relevant information needed for the case?
 - All relevant patient details
 - Description of medical history, social history, family history, compliance and any relevant test results
 - A detailed list of medication including acute, repeat and OTC drugs
- Has the case been clearly summarised?

[View Peer Assessment Case Submission](#)

Areas of good performance
Excellent clear presentation.

Areas of improvement or future learning
Nil

Does the pharmacist meet your expected standard?
Meets the expected standard of provisionally registered pharmacist

Hide peer review section from learner if feedback is inappropriate

Hide
 Show

Additional Comments to learner

Opinion on feedback *

To view the details of the case, select the **'View Peer Assessment Case Submission'**. A window of the case will pop up of the relevant sections. Simply click on **'x'** in the top right-hand corner of the pop-up box to close it.

When you have completed your review, select **'Save'**.

Peer Assessment Case Submission

Introduction

Do you have consent from the patient to record this case submission? ✓

Verbal consent from the patient is required to continue

Outline your area of practice and the nature of your encounter with the patient

You may wish to include information on your general role and any additional experience you have along with the context for your input into this patient's care

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent facilisis molestie libero, quis blandit eros vulputate et. Nulla malesuada volutpat ullamcorper. Curabitur at eleifend nunc. Proin id convallis ante. Praesent eget tincidunt enim, quis rhoncus mauris. Sed consequat suscipit tempus. Donec sed sagittis est, id elementum magna. Nullam accumsan sapien non ligula dictum, quis tristique massa dapibus. Morbi id ex in erat convallis semper et sit amet ex. Nullam at elit tellus. Aliquam non dui leo. Pellentesque molestie lacinia erat, id fermentum est ultricies et.

Detail a brief summary of the case

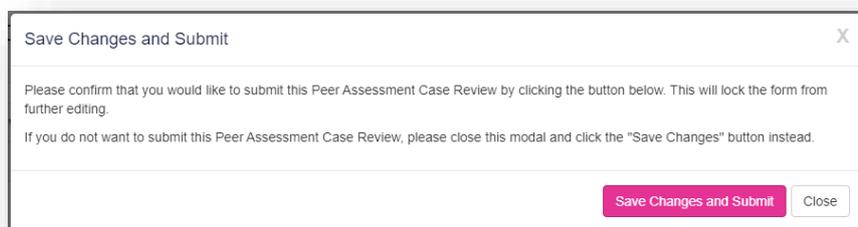
It may help to think about the important learning points from the case and why you thought it would be a good case for peer assessment

Fusce massa eros, accumsan quis sodales eu, sagittis eu mi. In sed interdum nunc. Curabitur fermentum mi vitae massa feugiat, quis tincidunt massa ullamcorper. Cras ullamcorper fermentum velit, sed blandit justo scelerisque nec. Pellentesque vehicula leo non odio auctor sagittis. Nunc rutrum tellus at risus lacinia tempus. Nulla in felis mauris. Vivamus quis luctus odio, eu tincidunt odio. Nullam mi magna, hendrerit at vestibulum at, viverra in lorem. Donec sapien ex, porttitor eu est sed, pulvinar iaculis magna. Interdum et malesuada fames ac ante ipsum primis in faucibus.

Patient details

Age	25
Sex	M
Allergies (including reaction where known)	Integer eleifend maximus lobortis. Fusce fringilla eros diam, at pretium risus vulputate a. Nunc accumsan gravida nulla, eu aliquet dolor scelerisque sit amet.
Past Medical History (including presenting complaint where appropriate)	Donec semper enim et arcu elementum efficitur.
Social & Family History	Suspendisse fringilla finibus sapien. quis pretium libero hendrerit non. Quisque quis mi sit amet sapien suscipit egestas.

You will be able to come back and edit your comments until the submission deadline. Once the deadline had passed, the form becomes locked, and you will only be able to view your comments. However, if you have no further edits and are ready to submit, select **'Save Changes and Submit'**, and confirm this when the pop-up box appears. Once you have submitted your comments the form will become read only and you will not be able to make further edits.



You can view your completed case under the **'Completed'** tab.



4.2 Providing overall feedback

You should also provide overall feedback on the case and feedback. Select the **'Overall Feedback'** and complete the field.



4. Learner reflection and discussion with educational supervisor

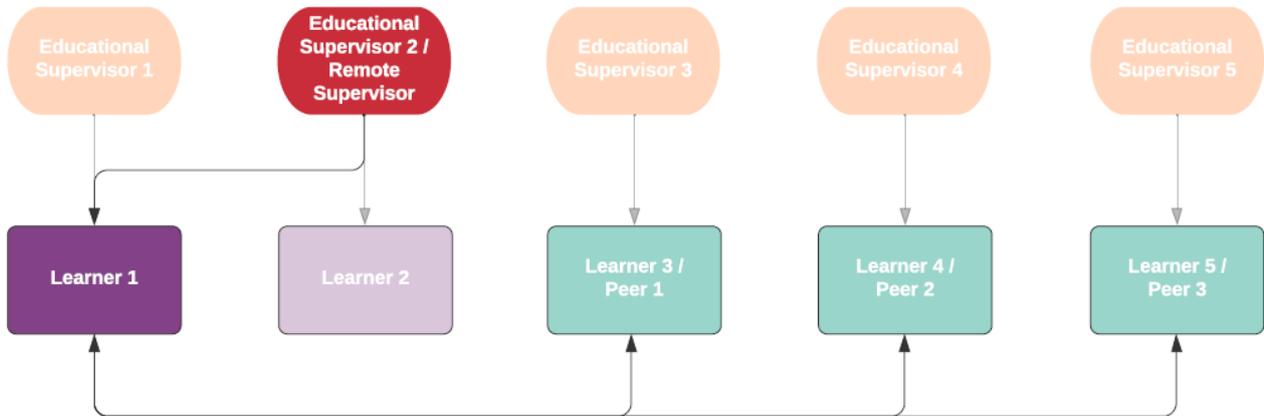
Your learner will receive feedback on their case (from peers and their remote supervisor) six weeks from the date that the peer assessment cycle opens. Upon receiving the feedback, they should take some time to reflect and review their feedback with you.

The order in which the last two steps are completed will be up to the learner. Reflection can be completed in advance as preparation for their final review with you. However, we know that some learners prefer to combine this step with the reflection step or have a discussion first as this stimulates reflection.

If your learner is completing their reflection after your discussion, remember to revisit the peer assessment and sign it off (if you haven't done so already).

Randomisation of cases

The following diagram illustrates how cases are randomly allocated to you as a remote supervisor.



Each case submission is treated as a batch, consisting of one case submitted by a learner, and three case reviews provided by peers.

The red shape in the diagram represents your role as a remote supervisor. You will be randomly allocated a case submitted by a learner (learner 1) by the system; this will not be a case submitted by your own learner (learner 2) that you regularly support.

Learner 1 is attached to three peers who each have their own remote supervisors and educational supervisors. These peers are not linked to you directly, i.e. you will not have to review their cases but will see their comments on the case submitted by learner 1.

If you have more than one learner that you support regularly, there could be a situation where you will be allocated more than one batch, as this randomisation process is based on your role as an educational supervisor.