



JOB DESCRIPTION

ASSESSMENT & CREDENTIALING LEAD

Location: Flexible
Reports to: Head of Assessment & Credentialing
Grade: 5

What we do

We support pharmacists in their education and development, promote pharmacy in the media and government, and lead the way in medicines information across Great Britain and around the world. Our **mission** is to put pharmacy at the forefront of healthcare. Our **vision** is to become the world leader in the safe and effective use of medicines.

Our values

At the core of our culture, our Values Focus, Agility, Quality, Collaboration and Respect describe the way we work to achieve our organisational goals. We believe people don't need to be fixed to their desk to achieve great things, so we offer flexibility to our people in how they do their work wherever possible, to bring out the best in everyone and provide an inclusive working environment.

Leadership in pharmacy

We define best practice for pharmacy professionals and help them achieve this through professional development, career support and training. We are here to support professionals with the challenges of pharmacy practice, and advocate for the role of pharmacy by setting professional and ethical standards, producing policy papers and responding to consultations with government and industry.

Publishing

We're the world leaders in evidence-based pharmaceutical publications and guidance. Pharmacists and other healthcare professionals trust us to provide expert analysis, educational support, webinars and news that informs, supports and enhances their practice. We independently source, evaluate, and communicate and make practical medicines knowledge accessible worldwide.

Central Services

We support the organisation to achieve its goals by providing people, technology, facilities and financial services.

Our governance and leadership

Our Assembly provides overall governance and strategic direction for RPS. Our three National Pharmacy Boards provide advocacy, support and strategic leadership for pharmacy practice and developments within England, Scotland and Wales. The Pharmaceutical Press (PhP) Board advises the Assembly on the direction and approach of Publishing, while our Executive Team look after every aspect of our operations.



JOB PURPOSE

Working collaboratively with senior pharmacy and wider healthcare stakeholders in the UK, the postholder will lead on the successful implementation, development and continued evaluation of the RPS post- registration curricula and credentialing assessments across the UK. The postholder will be responsible for ensuring RPS curricula and assessments remain fit for purpose and aligned to UK pharmacy workforce policy, patient and service needs.

MAIN ACCOUNTABILITIES

1. Working in close collaboration with UK stakeholders, experts, and specialist groups, ensure the successful implementation and of the RPS post-registration curricula and credentialing assessments into professional and career development pathways for pharmacists across the UK.
2. Liaise with external stakeholders to ensure RPS post-registration curricula and credentialing assessments are accepted by the profession and align to national policy requirements in relation to future pharmacy workforce development and transformation across the UK.
3. Support the wider Assessment & Credentialing team by providing pharmaceutical expertise in the development of other framework/curriculum and assessment products.
4. Support the high-quality delivery of RPS post-registration assessments, ensuring they are conducted in line with the relevant assessment regulations and SOPs.
5. Lead on the evaluation of RPS post-registration curricula and credentialing assessments to ensure they remain fit for purpose and continue to meet RPS quality principles and standards as well as the needs of patients and services.
6. Ensure that all RPS post-registration curricula and credentialing assessments are developed and delivered in line with principles of equality, inclusion and diversity, including leading on the implementation of EQIA recommendations across RPS curricula and assessments.
7. Lead on the development of RPS advanced specialist curricula in close collaboration with affiliate partners and specialist pharmacy groups.
8. Working with colleagues, provide subject matter expert input to support the design and development of relevant technology platforms used to deliver RPS post-registration credentialing assessment products e.g. RPS e-portfolio.
9. Support post-registration curriculum/assessment projects, ensuring that deliverables and activities are completed on time and to budget.
10. Evaluate legacy RPS member recognition products and services, including RPS Faculty, to ensure they remain relevant, sustainable and aligned to the wider RPS Education strategy.
11. Lead the development of guidance and other support products and services to optimise members' performance in RPS post-registration credentialing assessments.



12. Work across internal departments to co-ordinate and promote the RPS post-registration assessment and credentialing model.
13. Promote and communicate the RPS post-registration assessment and credentialing model to internal and external stakeholders.
14. Lead on evaluation and research activities/projects relating to RPS post-registration curricula and assessments, ensuring alignment to the RPS Education Research strategy.
15. Prepare and co-ordinate reports and papers for RPS educational governance bodies, such as the Advanced Pharmacist Assessment Panel (APAP) and Education and Standards Committee (ESC).
16. Work with colleagues to identify new opportunities to develop RPS post-registration curriculum and/or assessment development.
17. Support the Head of Assessment & Credentialing with tender responses relating to post-registration curriculum and/or assessment development in pharmacy.
18. Support the Head of Assessment & Credentialing with annual budgeting and the monitoring of financial performance and other team KPIs.
19. Work with colleagues across the wider directorate and organisation to ensure a cohesive organisational approach to work around post-registration pharmacy education and workforce policy.
20. Undertake any other appropriate activities that ensure effective service delivery and contribute to the business plan that may be required as per demands of the directorate, as directed by your line manager.
21. Produce content for use by the marketing and communications team to promote and inform RPS members and customers about assessment & credentialing outputs and products.
22. Provide education expertise and advice to colleagues in other RPS teams.
23. Deputise for the Head of Assessment & Credentialing when required.

This list is a summary of the main accountabilities of this role and is not exhaustive. The role holder may be required to undertake other reasonable duties from time to time.



SUCCESS MEASURES

- Successful implementation within the healthcare system of RPS post-registration assessment programmes across post-registration foundation, advanced and consultant levels of practice. Achievement of RPS curricula is aligned to career progression and service delivery.
- RPS post-registration curricula remain closely aligned to patient and service need and integrated into UK pharmacy workforce policy.
- RPS post-registration curricula are highly regarded by the profession, other professions and educationalists, are supported by a range of influential external stakeholders, and recognised as demonstrating best educational practice.
- RPS members have tangible support and recognition products and services which optimise their confidence and performance in credentialing assessments.
- RPS curricula and assessments are evaluated regularly in line with continual improvement principles.
- User-focused, scalable technology solutions are in place to support the delivery of RPS post-registration assessment programmes.

KNOWLEDGE & SKILLS FOR THIS JOB

Essential

- Pharmacist registered with the General Pharmaceutical Council.
- Postgraduate qualification in education/assessment or equivalent experience.
- Demonstrable experience of leading on pharmacy workforce and/or education initiatives on a national scale
- Good understanding of best practice in curriculum and/or assessment design, preferably in the post-graduate or post-registration pharmacy landscape.
- Good working knowledge of (post-registration) pharmacy practice and education across the devolved nations of the UK.
- Good understanding of wider UK health and education policy and how these impact upon the pharmacy profession.
- Experience of developing and maintaining positive and productive working relationships with a wide range of external stakeholders.
- Demonstrable experience of managing complex programmes involving multiple projects and stakeholders.



- Ability to make logical and evidence-based decisions in complex and sensitive situations.
- Ability to quickly and accurately assimilate information and manage priorities in a complex evolving landscape.
- Excellent verbal and written communication skills, including report writing and giving presentations to large audiences.
- Good IT skills including MS word, Excel and PowerPoint.

Desirable

- Experience of educational framework/curriculum/assessment design in a healthcare setting.
- Experience of acting as a subject matter expert for the development of new technological education solutions.
- Experience of managing a team.

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