

ROYAL PHARMACEUTICAL SOCIETY

Assessment Regulatory Committee (ARC)

October 2020

Role

To act as the independent body to the RPS assessment boards responsible for reviewing escalated appeals, allegations of misconduct, complaints and reasonable adjustments requests.

Main functions

To draw on the expertise of its members, singularly and collectively to independently:

- consider and grant/reject escalated appeals against results and/or outcomes of RPS assessments.
- consider complaints relating to assessment activities escalated to it via the RPS complaints procedure.
- consider reasonable adjustments to assessments requests escalated to it via the RPS reasonable adjustments approval procedure.
- consider allegations of candidate and/or assessor misconduct escalated to it via the RPS misconduct procedure.
- ensure standardisation in approach across different RPS assessment boards with regard to appeals, complaints and allegations of misconduct.
- ensure assessment decisions have been made in line with the RPS quality standards and in line with its legal obligations as an assessment provider.

Member specifications

The group will be constituted to ensure that individual members have the relevant expertise and experience to carry out the function of the group. To ensure the board has the relevant experience and knowledge to carry out its function, the RPS will ensure it has the following representatives:

- Pharmacist representative, with expertise in education and/or assessment, independent from any of the RPS assessment governance boards x 2
- Lay representation x 2
- Members of the Education and Standards committee x 2

Members of the group will be expected to:

- Conform to the RPS code of conduct for members of governance bodies.
- Declare any conflicts of interest, and to act in an open and transparent manner without undue influence.

Time demands / Ways of working

- The group will typically meet remotely up to six times a year. The number of meetings will depend on the number of appeals or escalated cases received.
- The Chair, working with relevant RPS staff, is responsible for reporting the activities and deliverables of the group to Education & Standards Committee and the RPS Assembly. Conversely, relevant RPS Boards and Groups' meeting notes will be shared with the ARC to inform activities.
- The Chair will have additional duties including attending pre-briefings with the RPS and ratifying agendas.
- Members will be expected to declare any interests that may be a conflict to the work underway.
- Members will be expected to attend each meeting.

Quorum

- The group membership must be 50% + 1 to be quorate, with at least 50% of the group being independent or lay representation.

Decision making

- Decision making should ideally be reached via consensus.
- If no consensus emerges, a vote should be taken.
- The Chair will have the deciding vote if a vote is evenly split.

Confidentiality

Given the remit of this group, members will be exposed to sensitive and confidential information. Members of the group will treat information they receive as confidential. Members of the groups will also have a duty to protect other confidential and/or sensitive information relating to the work of the RPS and advisory group.

Terms of Office

The term for members to sit on the group is three years. This is renewable and members will be asked if they wish to remain on the group for a second three-year term. It is expected that if a member no longer meets the members' specifications, e.g. their role changes, that they would step down.

Chair

The position of Chair is held for a maximum period of three years. The position of Chair will be held by one of the independent or lay representatives of the group and may not be held by a member who is part of any other RPS assessment governance bodies.

Other

RPS Staff Support

Appropriate RPS staff will attend meetings to support the work of the ACR, including:

- Director of Education & Professional Development
- Head of Assessment & Credentialing
- Assessment & Credentialing Development Manager
- Professional Development administrator

Reimbursement

Reasonable expenses in line with the RPS expenses policy will be reimbursed for in-person attendance of this group.

