

# **RPS QP Eligibility Panel of Assessors – Role and specification**

## **Essential criteria (essential requirement)**

- Current member of the Royal Pharmaceutical Society
- Experience in a quality role
- Current and/or previous experience will include acting as a Qualified Person
- Professionally active and keeping up-to-date with cGMP, cGDP and QP matters

## **Desirable Criteria**

- Significant experience in a quality role
- Appropriate interpersonal skills, including good interviewing technique and communication skills
- An understanding of the assessment procedure and its purpose (further training is provided for Assessors including observation of assessments (new Assessors), JPB training day (all Assessors))
- Ideally, experience of the training and development of others

## **Role description**

The Assessor role includes:-

- review of the written applications
- interview of candidates (“viva voce” interview). The interview panel for each assessment normally involves an Assessor from each of the professional bodies This includes pre-interview preparation and liaising with other Assessors about interview questions
- attend and contribute JPB meetings. Assessors are required to attend an annual training day, along with the Assessors from the other professional bodies.

The RPS Assessors also collaborate with the RPS to raise awareness on the issues relating to the QP role and in providing support for QPs. This includes:-

- collaborating with RPS Forums, Expert Advisory Panels and Boards when required (for example, on issues impacting on the wider profession and outside of the scope of the QP eligibility assessment scheme).
- providing support via the RPS Support team.

Assessors are required to comply with the Joint Professional Bodies’ (JPB) assessment processes and RPS governance and operations frameworks.

## **Time commitment and remuneration (RPS)**

Individuals must commit to the time expectations for an Assessor - for reviewing applications, setting appropriate questions pre-interview, liaising with other Assessors, and attending meetings and interview dates. It is estimated that the total time commitment is 4-6 days per year. This usually includes 2 days for interviews and 2 meeting/training days.



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.

**Term of service (RPS)**

Currently, QP Assessors do not have a term of service (this is to be reviewed). 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.

25/06/19