

JPB CONTENT & ASSESSMENT REVIEW GROUP MEETING MINUTES

Date and Time: 1.00pm on Thursday 17th November 2011

Venue: RS3, JPB Offices
21 Russell Square, WC1B 5EA

CARG Membership:

Graham Davies	JPB – Chair	GD
Karen Hong	Kings College London	KH
Lindsay Morgan	University of East Anglia	LM
Andrew Staples	University of East Anglia	AS
Ian Bates	SoP	IB
Jane Portlock	SoP	JP
Rosemary Dempsey	University of Portsmouth & Southampton University Hospitals NHS Trust,	RD
Linda Dodds	Specialist Clinical Pharmacy Services, East and South East England	LD
Chris Cairns	Kingston University	CC
Chetan Shah	University of Hertfordshire	CS
Richard Bateman	Quality assurance	RB
Paul Forsey	Technical Services	PF
Bridget Rankin	Medicines Information	BR
Tony Carson	Community Pharmacy	TC
Roisin Kavanagh	SoP	RK
Alison Innes	SoP	AI
Shivaun Gammie	Medway School of Pharmacy	SG
Barry Jubraj	SoP	BJ
Satinderjit Kaur Bhandal	Reading University	SB
Elaine Sharp	University of Brighton	ES
Nikkie Opara	University of Hertfordshire	NO
Helena Herrera	University of Portsmouth	HH
Neil Haribhai	SoP	NH

	Actions
<p>1) Apologies</p> <p>Jane Portlock, Linda Dodds, Chris Cairns, Richard Bateman, Paul Forsey, Tony Carson, Beth Philips, Elaine Sharp, Nikkie Opara, Helena Herrera, Ian Bates, Karen Hong, Satinderjit Kaur Bhandal, Lindsay Morgan.</p>	<p>Membership list updated. NH to update mailing list.</p>

<p>2) Minutes of previous meeting (21st July 2011)</p> <p>Minor grammatical changes were made on page four of the minutes.</p>	
<p>3) Matters Arising</p> <p>a) Review of action points from 21st July 2011</p> <p>NH still to contact Emma Wright and request copy of the electronic feedback form on behalf of CARG.</p> <p>Version 3 of the GLF has been posted upon the CoDEG website. GD requested we check JPB website has link to GLF Version 3. SG reported CoDEG site is currently down.</p> <p>RK confirmed current mini-PAT cannot be repaired and will engage with NHS Medical Education & Gail Fleming for alternatives.</p> <p>Core JPB Minimum Requirement Document was finalised by CARG during July 2010 but requires editing.</p> <p>GLPC Updates to be removed from CARG agenda.</p> <p>Due to tight deadline BR was unable to review MI curriculum for 2011/2012. It was confirmed BR would review the MI curriculum for 2012/2013.</p> <p>SG commented South East Coast did not feel involved with the development of the curriculum guidelines and are enthusiastic to participate.</p> <p>b) JPB Partners Website</p> <p>NH demonstrated to CARG member's updated homepage of the JPB website. Requested all members check the links to ensure users are redirected to appropriate HEI web pages.</p> <p>CARG agreed further development to the JPB website was required. Core JPB documents and links should be available from the homepage.</p>	<p>NH to contact Emma Wright.</p> <p>NH can confirm JPB site has link to CoDEG website. CoDEG site was down but has now been restored.</p> <p>RK & NH to contact NHS Medical Education and UCL for viable alternatives.</p> <p>NH to edit core JPB doc making it more presentable.</p> <p>GD believes this is an internal issue for JPB London.</p> <p>BR to update CARG in March regarding progress of MI curriculum before tabling it at CARG in July 2012.</p> <p>GD proposed CARG invited specialist representatives to the next CARG in March 2012. SG will provide names & contact for SE Coast reps.</p> <p>NH to update website, a list of core documents available from previous CARG minutes.</p>

<p>At present Schools website is being migrated to UCL servers by Morgan Williams. NH has been informed both CoDEG & JPB websites will remain as separate sites.</p>	
<p>4) Acute Sector Programme Parity</p> <p>a) Curriculum – DAP Review</p> <p>BJ reported at Training Centre meeting in October 2011 current DAP system complicated. Mixed comments have been received from Training Centres who feel DAPs are too specific while others like this aspect of the DAPs.</p> <p>BJ currently working with Imperial to develop a generic DAP building upon core elements of module 1. Proposed generic DAP will include all aspects of core learning outcomes. Want to pilot new generic DAP in March 2012 aim of creating standardised MI, Technical Services and Surgical DAP for all Trusts.</p> <p>SG reported that South East Coast JPB plans to move towards a 2 DAP system are currently on hold. South East Coast JPB meeting in January to discuss this issue and BJ has been invited to attend the meeting. The proposed 2 DAP system is likely to consist of 1 Therapeutic Review DAP and 1 Audit DAP which will include Change Management Review.</p> <p>b) Training Centre Accreditation</p> <p>Re-accreditation application finalised and is now available on JPB website. Chelsea & Westminster successfully piloted re-accreditation process which allowed us to amend and improve application form and processes. Re-accreditation process to start from January 2012.</p> <p>c) Assessment Design Group</p> <p>AI reported ADG currently working on 12 & 18 month assessments for September 2012. Developing bank of questions.</p>	<p>Will require confirmation from Schools registry dept prior to piloting new generic DAP.</p> <p>CS to be invited to next re-accreditation panel.</p>
<p>5) Tutor Support</p> <p>a) General Update</p> <p>Tutor training courses serve to clarify the roles of supervisors and the assessments associated with the programme. Also</p>	

<p>provides an opportunity for tutors to learn from each other.</p> <p>Need to develop additional training for Educational Programme Directors. South East Coast have already implemented training for EPDs.</p> <p>JPB London integrating S4DT into the Diploma as a learning set to provide practitioners with the skills to supervise new practitioners once they have completed the diploma.</p> <p>b) New Terminology</p> <p>SG: South East Coast currently using both old and new terminology.</p> <p>RD: South Central currently using both old and new terminology.</p> <p>BJ & NH: London made start at implementing terminology but currently using both and have a project plan to update all documents and inform all stakeholders of changes.</p> <p>AS: Not really discussed terminology as focus has been on tutor support.</p> <p>CS: On agenda for East of England.</p>	<p>BJ to liaise with Emma Wright to develop this further.</p>
<p>6) External Moodle Site</p> <p>SG: Provide CARG with demonstration of their external moodle site developed by JPB South East Coast – hosted by Medway School of Pharmacy.</p> <p>This is a stand alone moodle site for external access students enrolled on their programme. Site requires an enrolment key for access.</p> <p>The moodle site has been designed around the programme currently offered by South East Coast and may not be relevant for all JPBs. It has been develop to allow external users access as student moodle site is linked to Medway & Brighton’s SITs database.</p> <p>SG: Illustrated how the assessment tools and OSCE DVDs have been integrated on the moodle site. The links for online videos are available via youtube and can be added to the JPB website. CARG member agreed to allow links to the DVDs to be made</p>	<p>NH to request permission from Gail Fleming to use the youtube links for the JPB website. If permission is granted NH to</p>

<p>available via JPB website.</p>	<p>start adding links to the web ASAP.</p>
<p>7) Community Programme</p> <p>Medway have 4 students who have completed the Community Programme Certificate but have struggled to recruit for this academic year.</p> <p>Kings have recruited 12 students on their Community Programme.</p> <p>UEA have recruited 24 students on their Community Programme.</p>	
<p>8) Update from partner sites</p> <p>AS: UEA plan to introduce a technical service study day starting from May 2012.</p> <p>SG: Medway's Programme has been revamped as they are partnered with Brighton to deliver the new commissioned Diploma programme. Good working relationships exist between the two HEIs.</p>	
<p>9) A.O.B</p> <p>RK met with NHS Scotland who are interested in using JPB mini-CEX and case based discussions. As part of their pharmacy training.</p> <p>MPC Workstream II – JPB invited to comment but have not had any further contact.</p>	<p>GD to chase.</p>
<p>10) Date of Next Meeting</p> <p>29th March 2012, 1pm – 3pm (Curriculum Only) 12th July 2012, 1pm – 3pm 15th November 2012, 1pm – 3pm</p>	