

Postgraduate Diploma in General Practice Pharmacy Accreditation Process

The process of accreditation will take the following format:

1 Deciding to apply for accreditation status

1.1 Any hospital or hospital trust can contact pg.admin@pharmacy.ac.uk to enquire into becoming accredited with the JPB. The proposed "Training Centre" will then be provided with advice and support from their regional Associate Director and any other members of the JPB team as appropriate to facilitate their application.

2 Attaining provisional accreditation status.

2.1 This requires the "Training Centre" applying for accreditation to submit a completed proforma detailing the evidence of how the criteria listed will be satisfied. The completed documentation will then be returned to the Quality Enhancement Officer and reviewed by the accreditation panel.

2.2 Following a review of the documentation a member of the JPB administration team will liaise with the nominated Educational Programme Director (normally the Director of Pharmaceutical Education) for the Training Centre to either confirm attainment of provisional accreditation status, or to highlight areas of concern and state what additional evidence the accreditation panel would like to see.

2.3 Once provisional accreditation status has been achieved, a Training Centre can register student practitioners onto the Postgraduate Diploma in General Pharmacy Practice.

2.4 The Educational Programme Director will be contacted to arrange the accreditation visit that acts as a ratification process and allows full accreditation status to be achieved. The accreditation visit must take place between 3 and 6 months after the first practitioners have started the PG Diploma. The local Associate Director will provide further detail of the process to be followed during the visit as well as highlight the key areas and personnel to be involved in further discussion with members of the accreditation panel.

2.5 Once the date of the visit has been confirmed, Lead members of staff at the Training Centre applying will need to compile a Portfolio of Evidence which shows the training culture of the centre, service capability and the available resources of the Training Centre. Any documental evidence listed in the initial proforma application should be included in the Portfolio of Evidence for inspection at the accreditation visit.

3 The accreditation visit

3.1 The accreditation visit will then take place, during which members of the accreditation panel will review evidence collated and match these against the accreditation criteria listed in this document. Once this process has been completed the panel will announce the decision of the accreditation panel and any associated conditions to the Educational Programme Director and colleagues.

3.2 The structure of the visit will be tailored to meet the needs of the individual centre being accredited but would normally adopt the following approach:

- Initial introductory overview between Training Centre and Accreditation Panel to allow introductions and to provide a brief overview of the day.
- Overview presentation by educational Programme Director (ideally the Director of Pharmaceutical Education) relating to the structure of the Training Centre, number of trainees and the structure, roles and responsibilities of key staff.
- Clarification of issues – open Q&A session between pharmacy staff leads and panel members.
- Panel members hold interviews with student practitioners and key staff involved in delivering the programme following a standardised questionnaire. The accreditation panel would like to meet with the principal pharmacist in all four core areas (technical services, patient services, clinical services and medicine information), practice tutors, student practitioners and the Educational Programme Director. While the interviews are taking place one member of the panel will also review the Portfolio of Evidence.
- Closed Accreditation Panel meeting. Matching of evidence to initial accreditation proforma to highlight any outstanding issues and to discuss awarding of accreditation status.
- Panel members meet with pharmacy lead staff to deliver feedback and announce accreditation status.

3.3 The decision may fall into one of the following categories:

2.3.1 Full Accreditation.

This may be accompanied with a series of recommendations relating to aspects of educational quality. Such recommendations will be directed at areas where improvements of “added value” could be made. The period of accreditation will normally be for 3 years.

2.3.2 Accreditation Withheld.

This decision will be reached where the accreditation panel consider that the Training Centre is not equipped to deliver the practice elements of the programme. This is likely to involve a major failing in one (or more) of the key accreditation categories. In such cases the Lead Trust Tutor will receive detailed feedback relating to the key areas of weakness as well as a list of conditions to be met before accreditation could be conferred. The Training Centre will be offered additional support from JPB staff as appropriate to help facilitate gaining full accreditation status. Once the Training Centre has addressed the panel’s concerns another visit will occur which will hopefully result in full accreditation being achieved.

3 Post-visit activity

3.1 A written report of the accreditation visit and decision will be communicated to the Director of Pharmacy Education within one month of the visit. This will detail any conditions and/or recommendation associated with conferment of accreditation. Where accreditation has been unsuccessful, clear reasons for the decision will be provided. The period of accreditation will be stipulated.

3.2 Reaccreditation. Training Centres will be required to complete the proforma (as in 2.1) and provide additional detail relating to the quality monitoring process pursued during the previous accreditation period. This will include details of both practitioner (student) feedback in addition to the support offered to the practice based tutors.