

Scope and Guidelines for Re-Assessment of PharmaTrain Centres

Work Instruction to SOP 1.3: Implementation of Shared Quality Standards for PharmaTrain Recognized Education and Training Programmes

Re-Assessment of PharmaTrain Awards: Centre Re-Assessment

Revision History of Work Instruction 1 to SOP 1.3

Version No:	Revision No:	Description of changes
1.0, Nov 1, 2017		Creation by Heinrich Klech

Approved by the PharmaTrain Federation asbl ExCo

Name:	Signature:	Date:
PharmaTrain Federation asbl President Ingrid Klingmann		November 15, 2017
PharmaTrain Federation asbl Vice-President Gerfried Nell		November 15, 2017
PharmaTrain Federation asbl Vice-President Sam Salek		November 15, 2017
PharmaTrain Federation asbl Treasurer Heinrich Klech		November 15, 2017
PharmaTrain Federation asbl Secretary Peter Stonier		November 15, 2017

1 Checks before the visit

Desk review (by all assessors) of the former assessment questionnaire and report.

Desk review (by all assessors) of the documents received.

Documents have to arrive at the latest 3 weeks before the assessment - in electronic form.

Submitted documents have to contain the following information:

1. The completed re-assessment questionnaire
2. Comments on the previous assessment document: have the recommendations been implemented? Have there been relevant improvements? The re-assessment has to focus on what has changed since then
3. Currently used syllabus items – are there new items added or items taken out?
4. Statistics of the course since last time
 - a. Number of modules
 - b. Number of students
 - c. Failure rate
 - d. Attrition rate
 - e. Significant changes of staff
 - f. Curricula Vitae of new staff contributing to the programme
 - g. Student fees
 - h. Significant changes in QA/QC
 - i. Elements of best practice
5. Learning outcomes
 - a. How these compare to the previous assessment
 - b. Have the learning outcomes changed?

2 To be addressed and checked by the on-site assessor during the visit

1. Is there a change in the way the modules are delivered? – If 'yes' is this acceptable for the PTF standards?
2. What is the quality management process? – How is it documented in the files? – Review of procedures on a routine level.
3. The onsite evaluator should be allowed to perform spot checks.
4. Other developments – alumni groups – other additional courses – publications – reference material.
5. Check the thesis of 2-3 students.
6. Check the MCQs.

3 On-site Assessment Procedure and Proposed Agenda

1. Introduction and scope of the assessment - *On site assessor*
 2. Overview of the PharmaTrain centre programme - *Head of Centre under assessment*
 - Review of last assessment document
 - changes (overview) since the last assessment
 3. Organisation and Statistics of the courses –
 - Participants
 - Lecturers
 - Changes in the programme
 - Organisation – timing – student fees - examinations
 4. Syllabus changes
 5. Learning outcome changes
 6. Staff changes
 7. Quality performance (adherence to the 9 PTF/IMI criteria) in detail
 8. Success stories and elements of best practice
 9. New or other courses
 10. Miscellaneous
- Wrap-up and Next Steps proposals.