

Policy for PACT Training Programme Assessment and Reassessment



1. POLICY STATEMENT

Assessment is designed to provide evidence of the achievement of the course learning objectives. The PACT Training Programme employs effective and validated assessment methods within both the supervised and training components of the programme.

Successful completion of all assessment points in the programme is required before progress to other parts of the programme is permitted.

a. Online modules

- i. Dispensing Refresher
- ii. Error Management
- iii. Calculations

NB: Although parts of these modules include formative assessment, formal assessment must be completed satisfactorily (as described for the individual modules) before progressing further. If this satisfactory completion is not attained within the parameters for reassessment, then the trainee must contact PSNZ Education about whether continuation in this cohort will be granted.

b. Summative Assessment Points

- i. Portfolio Review and Dispensing Log (1000 items)
- ii. Workplace Practical Assessment (includes calculations)
- iii. Oral Interview (Law and Ethics)

All summative assessments are carried out against published assessment criteria and are intended to measure achievement of the published Learning Outcomes. Trainees may not progress to the next stage until the previous assessment point has been successful.

Following an unsuccessful attempt, all trainees will have the option to be reassessed. The number of reassessment opportunities varies with the assessment criteria, as detailed in Section 4 below. Additional charges may

Failure to successfully complete these summative assessment set points, after all reassessment opportunities have been used, will result in the trainee not successfully completing the PACT Programme.

2. PURPOSE

The purpose of this policy is to establish a system of programme assessment and reassessment policies and procedures that are transparent, consistent, relevant to the trainee's needs, valid, reliable and fair.

3. SCOPE

This policy relates to all the assessment and reassessment components of the PACT Training Programme. It emphasises a transparent, objective and impartial approach to assessment design and practice.

The assessment policies and procedures in this document apply to all trainers in the programme as well as preceptors, trainers and assessors.

4. ASSESSMENT AND REASSESSMENT

This section describes the requirements for assessment at each stage of the PACT Training Programme and details the process if the trainee does not meet initial assessment requirements.

4.1. Online theory modules (Dispensing, Error Management, Calculations)

4.1.1. Assessment Criteria: Dispensing Refresher

Check up to 10 prescriptions with 100% accuracy. Preceptor has access to answers/Marking Schedule and results to be discussed with Trainee with reference to SOPs

Reassessment Process

Further training initiated by Preceptor to ensure Trainee is confident and accurate.

4.1.2. Assessment Criteria: Error Management (3 modules)

Written assessment covering learning outcomes for all 3 modules. 80% is required to pass each module.

If the trainee does not achieve 80% on their first attempt, they must discuss their answers with reference to pharmacy SOPs with their Preceptor. Further training must be initiated by Preceptor to ensure Trainee is confident and accurate.

The preceptor must declare that this discussion has taken place before the Trainee is granted another attempt.

Reassessment Process

The Trainee must contact PSNZ Education to access the declaration for the Preceptor to sign. Once the signed declaration has been received by PSNZ, a second attempt will be granted not less than 2 weeks after the first attempt.

4.1.3. Assessment Criteria: Calculations

100% accuracy required for 20 calculations.

Reassessment Process

The second assessment is tailored to allow further assessment of demonstrated areas of weakness. 100% accuracy required. A Trainee may have a maximum of 2 attempts. Failure to satisfactorily complete the assessment on the second attempt will result in a stand down period of up to one month while further learning and practice calculations can be undertaken.

A different assessment will be provided for the final (third) attempt. If this third and final attempt is not successful, the trainee must contact PSNZ Education about whether continuation in this cohort will be granted.

If continuation is permitted, then there will be a minimum of a three months stand down.

NB: All of these assessments must be satisfactorily completed, and all assessment criteria met before continuing the programme.

4.2. Portfolio Review and Dispensing Log (1000 items)

Assessment criteria

An itemised log of a minimum of 1000 accurately checked dispensed medicines or products documented on the training provider's approved checking log form ensuring:

- prescription types reflect current range of practice at the individual pharmacy, and
- the log is completed under normal working conditions
- the submitted portfolio will be assessed on its overall accuracy and must meet all of criteria described in the PSNZ Policy for Checking Portfolio Assessment

Reassessment Process

1. If 1 Group A error or 3 Group B errors¹ are made a period (lasting at least two weeks) of reflection and SOP review must be completed and an additional 250 items checked accurately. The period of reflection is to be documented using the reflective writing template and discussed with their preceptor.
2. If any error occurs in the 250-item check, then a further two-week period of reflection/SOP review must be completed. The period of reflection is to be documented using the reflective writing template and discussed with their preceptor AND the 1000 item checking log is to be restarted.
3. If the assessor determines the submitted log has not met the required criteria as described in the PSNZ Policy for Checking Portfolio Assessment, then the PACT trainee may be required to complete another log. The number of items to be checked will be determined case-by-case by the PACT assessor and will reflect the degree of the portfolio's inaccuracy.

A PACT trainee is allowed a maximum of two attempts to satisfactorily complete the 1000 item log. Failure to satisfactorily complete the log on the second full attempt (following a complete restart) will result in failure to complete the Programme.

The Training Provider will work with the trainee and their preceptor to identify areas for improvement and whether re-enrolment into the programme is appropriate.

4.3. Workplace Practical Assessment

The PACT has 60 minutes to:

- Correctly check 20 dispensed items over multiple prescriptions AND
- Identify all errors from a set of provided prescriptions containing a standard range of errors.

¹ see Appendix 5, PACT Training Framework for error definitions

Reassessment Process

If any component is incorrect, then the trainee must complete an additional error-free 100 item accuracy checking log at their workplace. If any error is made, a new 100 item accuracy checking log must be completed before applying for reassessment.

When this is satisfactorily completed, the trainee can then reapply for the next available practical checking assessment time.

A PACT trainee may have a maximum of TWO attempts to satisfactorily complete the practical assessment. Following two unsuccessful attempts a minimum standdown period of six months is required before they can reapply for PACT training. Re-entry to the training programme will be in accordance with the Policy for Entry into and Exit from the PACT Training Programme

Any further specific training requirements may be set on a case-by-case basis by the Society.

4.4. Oral Interview (Law and Ethics)

The PACT trainee must meet set assessment criteria for the interview.

Reassessment Process

If the PACT trainee's interview answers are unsatisfactory, one more attempt will be allowed in 2 weeks' time.

Following two unsuccessful attempts a minimum stand-down period of three months is required and successful completion of a third assessment, which may include a written reflective assessment. There is an additional charge for the third assessment attempt.

An unsuccessful third attempt will result in failure to complete the programme.

5. RELATED DOCUMENTS

- **PACT Training Framework**
- **Policy for Checking Portfolio Assessment**
- **Online Modules**
- **Checking log documentation**
- **Practical assessment**
- **Oral interview**
- **Policy For Entry into and Exit from the PACT Training Programme**

6. DOCUMENT CONTROL

Position Responsible: PACT Programme Manager

Date Approved: September 2021

Review Date: September 2023

Signed:

Version 1	September 2021	
Version 2	December 2022	Reviewed and clarified assessment and reassessment criteria