



EXTERNAL EXAMINER ANNUAL REPORT FORM

Guidance notes are available to support the completion of this Report via the Cardiff University Intranet [here](#) and from ExternalExaminers@cardiff.ac.uk.

	For completion by External Examiner:		
Name of External Examiner:	Dr Elizabeth Mills		
Home Institution / Employer of External Examiner:	Keele University		
Programme and / or Modules Covered by this Report	Pharmacist Independent Prescribing Programme <i>Pharmacist Independent Prescribing Module (40-credit)</i>		
Academic Year / Period Covered by this Report:	2016-17	Date of Report:	7.6.17

Please complete all information in the spaces provided and submit within **six weeks** of the Examining Board (the **taught stage** Examining Board in the case of **postgraduate Master's programmes**).

Please note this form will be published online and should not make any reference to any individual students or members of staff in accordance with the Data Protection Act (1998).

Please extend spaces where necessary.

1. **Programme Structure** (curriculum design, programme structure and level, methods of teaching and learning)

The programme is a 40 credit course that provides the professional qualification required to enable pharmacists to apply for annotation of the GPhC register as an Independent Prescriber. The programme is reaccredited every three years by the GPhC. The portfolio that students are required to keep shows their development throughout the duration of the programme and contains a variety of assessments that ensure their competence.

This report pertains to the exam board held on 23rd May 2017.

2. **Academic Standards** (comparability with other UK HEIs, achievement of students, any PSRB requirements)

I reviewed a selection of student work from the cohort. The academic standards of this programme are consistent with those in my own institution. All those successfully

completing the programme had well exceeded the level to pass. Those who did not satisfactorily complete did not meet the appropriate academic standards.

3. The Assessment Process (enabling achievement of aims and learning outcomes; stretch of assessment; comparability of standards between modules of the same level)

The programme employs a variety of assessment methods including a therapeutic framework, a reflective narrative, the portfolio and an OSCE that is assessed by the DMP. Together these assessments ensure that the student has achieved all of the learning outcomes and can demonstrate the competencies in the prescribers' competency framework.

The programme team have taken on board previous comments about the weighting of the various assessments and will be adjusting the weighting of the therapeutic framework and reflective narrative. They will also be introducing a mark for the therapeutic framework rather than pass/fail. This will enable the student to be rewarded for the effort put into this particular assessment, however, in order to ensure equity between students, a word count should be introduced for the therapeutic framework.

The programme team are introducing an additional clinical skills assessment, carried out by University assessors. This will strengthen the range of assessments for the course and better prepare pharmacists for future roles.

I did note that a few students had included prescriptions in their portfolios and had not anonymised the patient or the prescriber details. Regular reminders about the importance of maintaining patient and prescriber anonymity might help here.

4. Year-on-Year Comments

[Previous External Examiner Reports are available from the Cardiff University Website [here](#).]

The programme team are in the process of applying to the GPhC for reaccreditation of the course and have taken the opportunity to review the assessments and take on board my previous comments about the weighting of the assessments.

5. Preparation for the role of External Examiner (for new External Examiners only) (appropriateness of briefing provided, visits to School, programme handbooks and supporting information)

6. Noteworthy Practice and Enhancement (good and innovative practice in learning, teaching and assessment; opportunities for enhancement of learning opportunities)

The students receive detailed feedback from the markers on their portfolios and other assessments. The introduction of the additional clinical skills assessment will enhance the course.

- 7. Appointment Overview (for retiring External Examiners only)** (significant changes in standards, programme/discipline developments, implementation of recommendations, further areas of work)

8. Annual Report Checklist

Please include appropriate comments within Sections 1-7 above for any answer of 'No'.

		Yes (Y)	No (N)	N/A (N/A)
Programme/Course Information				
8.1	Did you receive sufficient information about the Programme and its contents, learning outcomes and assessments?	Y		
8.2	Were you asked to comment on any changes to the assessment of the Programme?	Y		
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?			n/a
8.4	Were the nature, spread and level of the questions appropriate?			n/a
8.5	Were suitable arrangements made to consider your comments?			n/a
Marking Examination Scripts				
8.6	Did you receive a sufficient number of scripts to be able to assess whether the internal marking and classifications were appropriate and consistent?			n/a
8.7	Was the general standard and consistency of marking appropriate?			n/a
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?			n/a
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?			n/a
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?			n/a
Coursework and Practical Assessments				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	Y		
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	Y		
8.13	Was the method and general standard of assessment appropriate?	Y		
8.14	Is sufficient feedback provided to students on their assessed work?	Y		
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?	y		
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
Examining Board Meeting				

8.17	Were you able to attend the Examining Board meeting?	Y		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	Y		
8.19	Cardiff University recognises the productive contribution of External Examiners to the assessment process and, in particular, to the work of the Examining Board. Have you had adequate opportunities to discuss the Programme and any outstanding concerns with the Examining Board or its officers?	Y		
Joint Examining Board Meeting (if applicable)				n/a
8.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?			n/a
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			n/a
8.22	Was the Composite Examining Board conducted according to its rules?			n/a
Examination of Master's Dissertations (if applicable)				
8.23	Did you receive a sufficient number of Dissertations to be able to assess whether the internal marking and classifications were appropriate and consistent?			n/a
8.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?			n/a
8.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?			n/a
8.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?			n/a
8.27	If so, was the Examining Board conducted properly and in accordance with established procedures?			n/a
8.28	Were the schemes for marking and classification correctly applied?			n/a
8.29	Were the standards of the awards recommended appropriate?			n/a
8.30	Comments on the Examination of Master's Dissertations. <i>Please provide any comments you may wish to make on the issues raised above.</i>			

Please return this Report, **in a Microsoft Word format**, by email to:
externalexaminers@cardiff.ac.uk

Your fee and expenses claim form and receipts, should be sent electronically to the above email address or in hard copy to:

External Examiners, Registry, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE