



## EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Dr Angela MacAdam		
Home Institution / Employer of External Examiner:	University of Brighton		
Programme and / or Subjects Covered by this Report:	Pharmacist Independent Prescribing programme		
Academic Year / Period Covered by this Report:	2014/15	Date of Report:	11 <sup>th</sup> June 2015

For completion by External Examiner in the spaces provided. Please extend spaces where necessary. **Please note this Form will be published online.**

### 1. Programme Structure

The programme is designed for practicing pharmacists to undertake a structured programme to allow annotation onto the GPhC register. The portfolio, which is the pivotal component of the programme structure is well-designed and robust supported by the face-to-face sessions and guided study. On my recent visit, I had the opportunity to speak to two students who substantiated my views about the quality of the programme.

### 2. Academic Standards

The academic standards of this programme are excellent and compare well to other programmes across the UK. On reviewing the students' work, there was the usual variety of performance but all those successfully completing the programme had achieved the appropriate level to pass and in the majority of cases, had well exceeded that level.

### 3. The Assessment Process

The programme employs a wide variety of assessments which are fair and robust. When looking at the contribution each assessment component contributes to the overall programme mark, this does appear to be disproportionate. The reflective narrative which is a relatively small element of the programme contributes 45% of the overall programme marks whereas the portfolio is a pass/fail component which contributes either 15% for a pass or 0% for a fail. When considering the importance

of the portfolio and the fact that the team are able to give a mark to the reflective narrative piece, one suggestion to consider is increasing the contribution the portfolio makes to the overall programme mark and decreasing the contribution of the reflective narrative element. I would suggest considering a banded marking scheme given the reflective nature of the portfolio.

#### **4. Year-on-Year Comments**

The suggestion was made last year regarding assigning a numerical mark to a reflective narrative assessment, the course team did consider this but determined that a numerical mark was required as it was potentially being brought into the MSc in Pharmacy Clinical Practice in the near future.

#### **5. Preparation / Induction Activity (for new External Examiners only)**

n/a

#### **6. Noteworthy Practice and Enhancement**

The support and guidance given to all students on the programme is excellent and both of the students I spoke to thought that the feedback given on the elements of assessments, both formative and summative was highly noteworthy

#### **7. Appointment Overview (for retiring External Examiners only)**

For the two years I have been external examiner for this programme, I have been hugely impressed with the organisation and output from the programme. The decision to separate the pharmacy independent prescribing programme from the other healthcare professionals was a bold but beneficial move. Some elements of joint teaching have been maintained but a separate programme ensures pharmacists have the appropriate content for their needs. Given the likely increase in the numbers of pharmacists taking on prescribing roles in the future, this programme is in a strong position to offer those pharmacists a robust and relevant programme for securing annotation.

## 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)
<b>Programme/Course Information</b>				
8.1	Did you receive sufficient information about the Programme and its contents, learning outcomes and assessments?	√		
8.2	Were you asked to comment on any changes to the assessment of the Programme?	√		
<b>Draft Examination Question Papers</b>				
8.3	Were you asked to approve all examination papers contributing to the final award?	√		
8.4	Were the nature, spread and level of the questions appropriate?	√		
8.5	Were suitable arrangements made to consider your comments?	√		
<b>Marking Examination Scripts</b>				
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?	√		
8.7	Was the general standard and consistency of marking appropriate?	√		
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	√		
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	√		
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?	√		
<b>Coursework and Practical Assessments</b>				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	√		
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	√		
8.13	Was the method and general standard of assessment appropriate?	√		
8.14	Is sufficient feedback provided to students on their assessed work?	√		
<b>Clinical Examinations (if applicable)</b>				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?	√		
<b>Sampling of Work</b>				
8.16	Were you afforded sufficient time to consider samples of assessed work?	√		
<b>Examining Board Meeting</b>				

		Yes (Y)	No (N)	N/A (N/A)
8.17	Were you able to attend the Examining Board meeting?	√		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	√		
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?	√		
<b>Joint Examining Board Meeting (if applicable)</b>				
8.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?			√
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			√
8.22	Was the Composite Examining Board conducted according to its rules?			√

Please return this Report, preferably in a Microsoft Word format, by email to:

[ExternalExaminers@cf.ac.uk](mailto:ExternalExaminers@cf.ac.uk)

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

Clive Brown, Registry Officer, Registry & Academic Services, Cardiff University,  
McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE