21 May 2015

Strategy and Policy Board

To consider

Assessment Advisory Board update

Issue

1 In October 2014 the Strategy and Policy Board agreed to establish an Assessment Advisory Board to advise on best practice in design, standard setting, running and evaluation of GMC assessments and assessments overseen by the GMC. In December 2014, the Board noted the terms of reference proposed for the Assessment Advisory Board (AAB), along with details of how it would be constituted. This paper gives an update on progress towards establishing the AAB and asks for approval of its Statement of Purpose.

Recommendations

2 The Strategy and Policy Board is asked to:

a Consider and approve the draft Statement of Purpose for the Assessment Advisory Board, at Annex A.

b Note progress towards establishing the Assessment Advisory Board.
Assessment Advisory Board update

Issue

Establishing the AAB

3 In December 2014, Strategy and Policy Board noted proposed terms of reference for the AAB and the expertise which would be sought to constitute its membership. We have now appointed Professor Val Wass as Chair of the AAB and have met with her to discuss its remit and working arrangements. She brings a wealth of expertise which will help to ensure that all our assessments and those overseen by us are robust and fit for purpose.

4 We have consulted colleagues across the organisation to compile a shortlist of individuals who we intend to invite to become members of the AAB. These individuals have been selected for their knowledge, skills and experience and have been agreed in liaison with the Chief Executive and the AAB Chair. We intend to have completed the member appointment process by the end of May 2015.

5 We expect that an initial induction meeting of AAB will take place in June 2015, followed by the first full meeting in September 2015, dependent on members’ availability.

Statement of purpose

6 In line with our other advisory boards, the AAB will operate according to a statement of purpose, the draft of which is at Annex A. Once agreed, it will be shared with AAB members and published on our website.

Next steps

7 Over the coming weeks will we continue to finalise the arrangements for membership and will compile a forward work programme for the AAB to consider as part of members’ induction in June 2015.
Supporting information

How this issue relates to the corporate strategy and business plan

9 Strategic aim 1 ‘to make best use of intelligence about doctors and the healthcare environment to ensure good standards and identify risks to patients’ requires us to monitor and review the performance of our assessments in order to improve standards; and strategic aim 2 ‘to help raise standards in medical education and practice’ incorporates our commitment to ensure that doctors holding registration and a licence meet the required standards for safe and effective practice and that assessments designed to provide assurance that this is the case are up to date and fit for purpose.

How the issues support the principles of better regulation

10 The Statement of Purpose sets out governance arrangements to give us access to expertise so that oversight of our assessment programme is: consistent across a range of assessments; targeted by ensuring the Assessment Advisory Board focuses on an advisory role; and, through the use of clear reporting mechanisms to the Strategy and Policy Board, transparent and accountable.

How the action will be evaluated

11 The Strategy and Policy Board will receive annual reports, or as required when issues necessitate it, from the Assessment Advisory Board and these reports will form the basis of an evaluation of the Board’s performance.

What engagement approach has been used to inform the work (and what further communication and engagement is needed)

12 Information about the AAB will be communicated to staff via the intranet and the public via a new page on the GMC website, in line with information about our other advisory boards.

What equality and diversity considerations relate to this issue

13 The AAB will have a key role in evaluating and monitoring the equality and diversity performance of individual assessments. Specifically, we will recruit expertise in equality and diversity with respect to performance in assessments. This will ensure that we get the best advice to enable us to meet our statutory obligations as well as ensure our assessments are fit for purpose. We will complete an equality analysis for the creation of the AAB once the final Statement of Purpose is approved.

If you have any questions about this paper please contact: Jane Durkin, Assistant Director - Registration, jdurkin@gmc-uk.org, 0161 923 6685.
Assessment Advisory Board Statement of Purpose

Purpose

1 To provide expert advice to the Chief Executive on the development and operation of GMC assessments and assessments overseen by the GMC, in order to support the GMC in fulfilling its statutory purpose.

Duties and activities

2 The Assessment Advisory Board will, as required:

a advise on the design, format and content of GMC assessments.

b advise on standard setting methodologies and their application.

c advise on the development of methodologies for the statistical analysis of assessments.

d advise on the interpretation of statistical analyses.

e review and consider external developments in assessments and published literature and advise on their implications for the GMC.

f assist with the development of proposals for research to be commissioned by the GMC on assessment methodology and practice.

g advise on best practice in relation to equality and diversity in the development and conduct of assessments.

h advise on the effective quality assurance of GMC assessments.

i advise on any other aspect of best practice in assessment.
Membership
3 The Chair of the Assessment Advisory Board is appointed by the Chief Executive.

4 The Assessment Advisory Board will consist of individuals appointed for their relevant knowledge, skills and experience.

5 Members will be appointed for an initial three year term, and be subject to review as required.

6 Additional co-opted members may be appointed from time to time to provide expertise on specific issues.

7 The Assessment Advisory Board may convene one or more working groups to report to it on specific assessments or specialist areas. These groups may comprise Board members and/or co-opted members.

Meetings
8 The Assessment Advisory Board will meet four times a year.

Working arrangements
9 The GMC will provide the secretariat for the Assessment Advisory Board and organise the agenda and papers for its meetings. GMC staff will attend meetings as required.

10 Discussion will be focused around a mix of papers and presentations. Papers for each meeting will normally be sent electronically to members at least seven days in advance of Board meetings. Copy papers will be posted to members requiring a hard copy.

11 Meeting papers and minutes will be published on the GMC website.

Reporting and accountability
12 The Assessment Advisory Board will provide advice to the Chief Executive, who will take that advice into account in reporting to Council.

13 The secretariat will organise updates and reports from the Assessment Advisory Board to the GMC’s Strategy and Policy Board, which reports to Council through the Chief Executive. The Assessment Advisory Board will report to the Strategy and Policy Board on an annual basis, or as required when issues necessitate it.