

Information for the assessor

As an assessor you should be a healthcare professional who is certificated in medicines reconciliation – stages 1 & 2, and authorised to act as an assessor by your organisational lead.

Registering as an assessor:

- Once it has been agreed that you are to become an assessor for this programme you need to inform your organisational lead as they will need to register you onto the system
- Your organisational lead will either approve or deny the application
- Your organisational lead will then provide you with your username and password which you will need to log on to the system

As the assessor you are responsible for authorising the registration of learners onto the e-learning scheme.

Authorising the registration of the learner:

- You will need to agree that it is a requirement for the learner to complete the programme. You must ensure that the learner meets the pre-requisites before deciding whether or not to authorise the application
- You will need to register the learner onto the system and issue them with a username and password
- You can then either approve or deny the application
- You should indicate where in the programme the learner is authorised to begin, assessment or learning.
- You should indicate whether the learner is required to submit reflective diary entries for assessment
- As the assessor, when you approve the registration of a learner, you are authorising them to proceed through the training with a maximum of 3 attempts at passing the assessment

Pre-requisites to entering the scheme:

- There are some knowledge and skills competencies required for the role of medicines reconciliation that are not covered in this programme. These competencies are pre-requisites to entry onto the scheme
- It is the responsibility of the learner and the assessor to ensure that these pre-requisites are met before entry into the programme
- The pre-requisites are listed below:

Skills

Personal

- Effective communication skills
- Information gathering including questioning
- Appropriate interpersonal skills (patients/ward staff)

Professional

- Accurate transcription and documentation skills
- Awareness of ward issues (when relevant to role)
- Ability to follow procedures and safe systems of work

Knowledge

- Legal and Ethical issues including confidentiality and accountability

Stage 1:

- A broad familiarity with medicine names and information sources where names are not recognised (usually BNF and a local formulary)

Stage 2:

- A more detailed knowledge of medication names including being able to translate common brand names to generic forms
- Familiarity with medications for which brand prescribing is appropriate

The programme

The programme is made up of the following:

- 4 learning modules
 - 1) Introduction to Medicines Reconciliation
 - 2) Medication History Taking
 - 3) Stage 1 Reconciliation - Verifying the Medication History
 - 4) Stage 2 Reconciliation - Reconciling the Medications Prescribed on Admission
- Reflective practice entries e-portfolio
 - ❖ Reflection is a thought process used to evaluate your performance in, and what you have learned from a particular situation/experience or training
 - ❖ Reflection is not an essential part of the assessment but is available as a tool for learners to evaluate what they have learned from both the training and from real life experiences
 - ❖ The learner can choose to submit reflective diary entries even if not required to do so by the assessor.
 - ❖ The learner can print off their diary entries for the purposes of Continuing Professional Development (CPD), Knowledge and Skills Framework (KSF) and Personal Development Reviews (PDRs) etc.
 - ❖ You can request that the learner submits entries into their reflection e-portfolio at the beginning of the scheme or after unsuccessful attempts at the assessment as a tool for support
 - ❖ When assessing reflective practice, it is important for you to consider whether the learner has considered what they have actually learned from their experience. They should show evidence of consideration to questions such as:
 - How did they feel?

- What went well and why?
- How did it affect them and others?
- What could have been the implications if they had done/not done something?
- What would they do differently?
- Assessment
 - ❖ Assessment is divided into Stage 1 (verifying the medication history) and Stage 2 (reconciling the medications prescribed on admission with the medication history)
 - ❖ All learners should complete the Stage 1 assessment
 - ❖ Learners can then complete Stage 2 assessment if relevant to their role
 - ❖ Stage 1 assessment consists of 20 multiple choice questions selected at random
 - ❖ Stage 2 assessment consists of 10 multiple choice questions selected at random
 - ❖ Pass rate = 80%
 - ❖ If the learner is experienced in the role of medicines reconciliation, with the authorisation of the assessor they can enter the scheme at assessment without working through all of the knowledge modules, although every learner MUST complete module 1 as the background knowledge will be tested in the assessment
 - ❖ If experienced in some areas of medicines reconciliation, the learner can select the modules that they feel they need to work through
 - ❖ You will be able to view how long the learner has spent working through the programme as this time is recorded on the learners record

Once the student has completed the assessment, you will receive confirmation of the learners result, you can then review the questions that the learner either answered incorrectly or 'I don't know'.

Supporting unsuccessful learners:

- If the learner fails the assessment, they will have the opportunity to retry after 24 hours.
- The learner is allowed up to a maximum of 3 attempts.
- You should review the result and support the learner through the best course of action. They can either:
 - a) Work through the whole learning programme again
 - b) Work through the modules specific to the areas identified by the incorrect answers as those that the learner needs to concentrate on
 - c) Submit some reflective practice for review by the assessor to apply knowledge to real life situations

Authorising the certification of the learner:

- If the learner passes the assessment, you should review any incorrect or unknown answers with the learner to ensure that they are aware of the correct answers before they are certificated
- If you have requested reflective diary entries be submitted, you should review these
- Once you are satisfied that that learner has successfully completed the scheme, you should generate and sign the certificate
- The successful learner will then be entered onto the database