# TERMS OF REFERENCE – ASSESSMENT DEVELOPMENT AND IMPLEMENTATION GROUP

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# SECTION 1 - INTRODUCTION

## PURPOSE

The purpose of this document is to set out the terms of reference, composition and operating arrangements of the Assessment Development and Implementation Group (ADIG).

## GOVERNING BODY

This committee is a standing committee of the Organisational Management Group (OMG). The ADIG will submit proposals agreed within the meeting to the OMG, and will discuss and implement proposals made by the OMG.

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# SECTION 2 - PROCEDURE

## RESPONSIBILITY

The Assessment Development and Implementation Group has been established to develop a system of trainee assessment that is fit for purpose, and that can develop in line with changes in the wider NHS and healthcare landscape and the consequent expectations on trainee and qualified clinical psychologists.

The overall aims of the policy group are:

* To review the current methods and processes of assessing trainee competency on the programme
* To transform, improve and develop the framework of assessment of trainee competencies.
* To establish an ongoing review and development of all assessment processes, responding to feedback from a range of stakeholder groups.

Members of the programme team within the policy group will be responsible for leading the implementation of the policies, strategies and procedures developed and reviewed by the group.

## COMPOSITION

## Membership

|  |  |  |
| --- | --- | --- |
| **Name** | **Type of appointment** | **Term of Office** |
| Clinical Tutor – Assessment and Curriculum | Ex officio | Permanent |
| Programme Assistant – Academic | Ex officio | Permanent |
| Service Related Project Co-ordinator | Appointed | Permanent |
| Systematic Literature Review Co-ordinator  | Appointed | Permanent |
| Direct Assessment of Clinical Skills Co-ordinators | Appointed | Permanent |
| Thesis Co-ordinator  | Appointed | Permanent |
| Self Assessment Exercise Coordinators | Appointed | Permanent  |
| Thesis Preparation Assignment Coordinators | Appointed | Permanent  |
| Placement Assignment Live Skills Coordinators | Appointed | Permanent  |
| Placement Assignment Service Evaluation Coordinators | Appointed | Permanent  |
| Service Improvement Poster Coordinators | Appointed | Permanent  |
| Chair of Exam Board | Appointed | Permanent |
| Deputy Chair of Exam Board | Appointed | Permanent |
| Public Involvement Representatives | Appointed | Rotational – reviewed every two years |
| Internal Marker representatives | Appointed | Rotational – reviewed every two years |
| Trainee Representatives | Appointed | Rotational – reviewed every 2 years after appointment  |

## Chair

The ADIG will be chaired by members of the programme team who are members of the ADIG who are appointed by the programme directors. This will be reviewed on an ad hoc basis according the programme directors workload management for team members. The meeting can be co-chaired which will be decided on by the Programme directors.

**2.3 Duties**

The role of the Chairperson (or co-Chairs) is to lead the overall strategy of the group and regularly review the work of the group to ensure that it is working towards its stated aims. The Chairperson(s) will produce an agenda for each meeting and ensure that agendas, minutes and relevant documents are circulated to members prior to each meeting.

The Chairperson(s) shall represent the ADIG at the OMG, with a nominated deputy (or Co-Chair) attending in the event of the Chairperson’s absence.

It is expected that members prioritise attendance at ADIG meetings above other duties, or send an appropriate representative if attendance is not possible. Other programme staff may attend ADIG meetings on invite.

**2.4 Term of Office**

The Exam Board Chair and academic assignment co-ordinators have permanent roles on the ADIG. As the group fulfils its function of reviewing the assessment framework and implementing a competency portfolio, individual roles and membership may change over time.

The Public Involvement, Internal Examiner and Trainee Representatives shall normally serve on the group for a minimum of six months and a maximum of three years (unless agreed otherwise by the chair(s) of the ADIG).

## OPERATING PROCEDURES

## Quorum

The ADIG will be considered quorate when:

* The Chair person (or their nominated deputy) and/or co-Chair and three other members are present.
* One Exam Board representative (either Chair or nominated Deputy) is present.
* At least one of the assignment co-ordinators (or a nominated deputy) per assignment is present when proposals relating to that assignment are to be discussed and agreed as per the agenda.

## Meetings

The Committee will meet following key Exam Boards where assignments are ratified. Frequency of ADIG meetings will be reviewed in the March meeting (which doesn’t follow a key Exam Board)

Where practicable, the agenda together with reports and documents that relate to the Committee will be forwarded to members in sufficient time to enable consideration prior to meetings.

On occasion, there may be Reserve Business to be discussed as part of the meeting. Programme staff only will attend these discussions.

Accurate notes will be kept of each meeting of the Committee. The notes of a meeting shall be submitted to committee members for ratification at the next subsequent meeting of the Committee.

## Reports

Reports submitted to the committee for consideration at the next meeting should be received by the Chair(s) two weeks prior to the meeting (where possible).

## Evaluation and Review

The purpose, membership and procedures of the ADIG will be reviewed annually, in the March ADIG meeting.

These terms of reference will be initially reviewed after 6 months, and then annually.

## RELATED MATERIAL

|  |  |  |
| --- | --- | --- |
| **Name** | **Location** | **Document Type** |
| Assessment Policy Group description |  |  |
| Assessment Policy Group actions table |  |  |

# SECTION 3 - GOVERNANCE

## RESPONSIBILITY

|  |  |
| --- | --- |
| **Policy Owner** | Current Chair(s) of the ADIG |

1. **DECISION-MAKING AND PROPOSALS**

The ADIG will aim to submit proposals to the OMG after consensus agreement of all members present. If a consensus agreement cannot be reached, the ADIG will propose options for discussion and agreement at the OMG.

## If proposals are made which may directly affect a staff member’s job description, this will also need to be addressed in discussions with their line manager

##  VERSION CONTROL AND CHANGE HISTORY

|  |  |  |  |
| --- | --- | --- | --- |
| **Version Number** | **Approval Date** | **Approved by** | **Amendment** |
| 1 | June 2013 | Assessment Policy Group members |  |
| 2 |  |  | Terms changed from Senior Management Group (SMG) to Policy Group Forum (PGF)Updated group membership in terms of personnelUpdated review period of frequency of meetings to annually at the June APG |
| 3 | To be approved in the May 2018 mtg | Changes approved.Further changes requested – to be reviewed in next ADIG meeting | Updated terms to reflect changes in policy group terminology and changes. Policy Group Forum = Organisational Management Group (OMG) & Assessment Policy Group = Assessment Development and Implementation Group (ADIG).Updated group membership in terms of personnel associated with assignments, LUPIN reps and Trainee reps.Updated review period to reflect timing of meetings to be in May/June. |
| 4 | To be approved in the Sept 2018 meeting | Further changes to be made following discussion at the Sept 18 meeting. | Names of staff taken out throughout the document – reference to roles only.Following correspondence with programme directors regarding the Chair Person role – introduction of process to elect a chair person or persons |
| 5 | To be approved in the Nov 2018 meeting  |  | Changes to the membership table based on feedback in the Sept 2018 ADIG meeting and to bring into line with new assignments. |
| 6 | Changes approved in Nov 2018 |  |  |
| 7 | Changes approved by OMG in May 2022 |  | * Update to assignment co-ordinators positions (as there are now two assignment coordinators per assignment)
* Update to when trainee re positions are reviewed as one year was not felt to be long enough to two years
* Changes to ADIG chair appointment – this is now decided by the programme directors as part of workload management
* Caveat added as to how long LUPIN, trainee and marker reps can attend for
* Change to representation for the assignments in order to be quorate based on now being two assignment coordinators per assignment
* Items relating to review of the ADIG are to be reviewed annually in the March meeting.
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