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A City & Guilds Group Collaboration

Veterinary Nursing Patient-based Assessment

VN-PBA Internal Quality Assurance (IQA) Strategy

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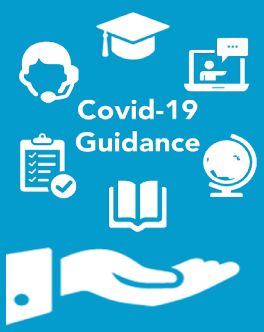

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1. Introduction

Introduction

The purpose of this strategy is to provide details of the planned procedures to ensure a robust quality assurance of our Veterinary Nursing - Patient Based Assessment (VN-PBA).

The strategy is applicable to all Examiners who carry out VN-PBAs and make assessment decisions as part of this mitigated approach.

1.1 The Veterinary Nursing Patient Based Assessment

The VN-PBA is an alternative approach (mitigation) to the Objective Structured Clinical Examination (OSCE).

The VN-PBA has been designed specifically by The Royal College of Veterinary Surgeons (RCVS) as an alternative examination to the OSCE to be used during the Covid-19 pandemic by an Awarding Organisation (AO).

The sampling strategy has been devised to reflect the mitigated approach and will be reviewed, subject to duration of delivery.

The strategy will be implemented via sampling across a range of assessment decisions, global ratings and examiners.

1.2 Examiner sampling plans

The process will involve sampling assessment decisions and global ratings across all examiners to ensure a standardised approach to making assessment decisions, in line with the assessment criteria.

1.3 Internal Quality Assurer (IQA)

The IQA (previously senior examiner) must apply CAMERA when developing, implementing and maintaining sampling plans, to ensure a representative sample across;

	Factors	Need to consider
C	Candidates	**Gender, age**
A	Assessors (examiners)	**Experience and qualifications, caseload, occupational experience, CPD**
M	Methods of assessment	**Professional discussions and supplementary evidence**
E	Evidence	**Written confirmation that the evidence is valid, authentic, current, sufficient and reliable**
R	Records	**Recording forms completed by examiners, correct assessment practices**
A	Assessment locations	**Remote virtual environment**

Due to the nature of the VN-PBA, there may be some limitations but where possible, CAMERA should be applied.

1.4 Sampling of examiners

Sampling will be determined by the experience of the examiner and will be in line with risk following a RAG rated system.

As the VN-PBA is a new assessment, all examiners will be rated as high risk initially and therefore will attract a red risk rating. The IQA will sample the examiner and provide a sampling report, which will be sent to the Vet Nursing Quality team at City & Guilds. These may be shared with the External Examiner and/or the RCVS.

1.5 Standardisation activities

The purpose is to carry out activities to standardise across a range of assessment decisions to ensure all examiners make consistent, robust decisions in line with the grading criteria.

Standardisation activities will be prepared by the Vet Nursing Quality team and IQA. The activity will include any trends identified during the sampling process.

Standardisation activities will be planned for each pathway of the qualification (small animal and equine), based on risk, to reflect the number of candidates. Standardisation will always occur following the initial PBAs to ensure all examiners are standardised in their assessment decisions. Thereafter standardisation will be planned on the risk-based approach and will also consider internal and centre feedback, IQA feedback, reports and sampling.

Participation is mandatory for all PBA examiners.

Standardisation activities will be planned to take place following each series.

2. Sampling documentation

2.1 Sampling documentation

The IQA is required to carry out sampling following a risk-based approach as per the guidance in the Examiner risk rating table.

Initially all allocated examiners are risk rated as high risk (red) and their assessment decisions are 100% sampled as per the strategy. Following this risk-based approach, the examiners will be amended to amber and then green, once the IQA is confident the examiner is making robust assessment decisions in line with the grading criteria.

To plan their sample, the IQA completes a sampling plan, detailing how all allocated examiners will be sampled. The IQA will complete the examiner feedback and action plan template, in line with the sampling strategy.

If an assessment decision is disagreed, feedback will be given, and the examiner asked to adjust the assessment outcome in the recording form. The IQA should provide constructive feedback on performance and highlight any trends seen in approaches to assessment made by the examiner.

Once completed, this will be distributed to the examiner who will sign and date the form and provide back to the IQA, The IQA will then send the final copy to the Vet Nursing Quality team. The IQA will also produce a sampling report for all allocated examiners at the end of each series. This report will cover the sampling activities carried out across complete PBAs during the series.

3. Examiner risk rating

Low risk	Medium risk	High risk
• Examiner has carried out 11+ VN-PBAs • Compliance with both City & Guilds and RCVS codes of conduct • Consistent assessment decisions • Assessment decisions consistently made against grading criteria • Recording forms uploaded to the QDP within 3 working days • CPD maintained • Attended standardisation	• Examiner has carried out 6-10 VN-PBAs • Inconsistent compliance with both City & Guilds and RCVS codes of conduct • Some performance issues • Inconsistent assessment decisions • Assessment decisions inconsistently made against grading criteria • Recording forms not completed and uploaded to the QDP within 3 working days • Action/improvement plans partially completed • CPD partially maintained • Needs to liaise with IQA for one to one standardisation/update	• Examiner has carried out 0-5 VN-PBAs • New to the VN-PBA Examiner role • Non-compliance with both City & Guilds and RCVS codes of conduct • Significant performance issues • Inconsistent assessment decisions • Assessment decisions not made against grading criteria • Recording forms not completed and uploaded to the QDP within 3 working days • Action/improvement plans partially or not completed • CPD not maintained • Did not attend standardisation

4. Examiner sampling strategy - based on risk

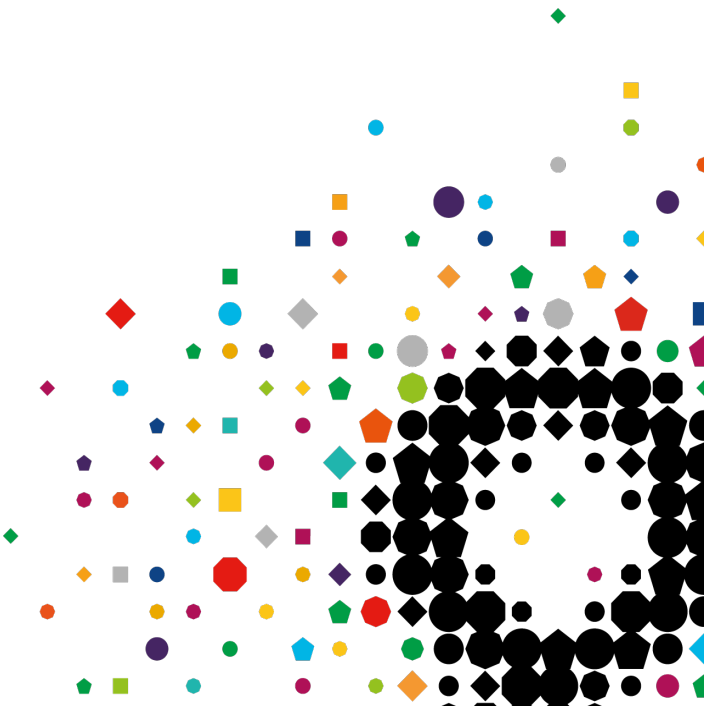
Low risk examiner	Medium risk examiner	High risk examiner
When the examiner has carried out 11+ VN-PBAs 10% will be sampled. The IQA will determine their sample based on: • Assessment components • IQA series reports and identified trends/issues Before releasing the overall grading result in the QD portal, the IQA will: • Carry out an admin check to ensure all examiner recording forms have been fully completed • Check all feedback and look for disparities	When the examiner has carried out 6-10 VN-PBAs 50% will be sampled, on a risk-based approach. The IQA will determine their sample based on: • Assessment components considered 'at risk' • Examiner performance • Any outstanding action plans • IQA series reports and identified trends/issues • Previous IQA sampling reports • Level of support examiner requires Before releasing the overall grading result in the QD portal, the IQA will: • Carry out an admin check to ensure all examiner recording forms have been fully completed • Check all feedback and look for disparities	When the examiner has carried out up to 5 VN-PBAs, 100% will be sampled. The IQA will sample: • All assessment components • All contact diary entries • The IQA may observe the examiner as they conduct/lead on their first VN-PBA • If the IQA is unable to observe the examiner, they will provide structured remote support pre, during and post assessment, and the assessment method. • IQA support applies to remote examiners. Before the overall grading result is released in the QD portal, the IQA will: • Carry out an admin check to ensure all examiner recording forms have been fully completed • Check all feedback and look for disparities

5. Further information

For all queries relating to the arrangements for the PBA, contact our Vet Nursing Quality team who are available Monday to Friday 8.30 am to 5 pm, excluding UK public holidays.

veterinarynursing@cityandguilds.com

0300 303 53 52 (option 2, then option 4)



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Giltspur House, 5-6 Giltspur Street, London, EC1A 9DE

T +44 (0)20 7294 2468
F +44 (0)20 7294 2400

cityandguilds.com