RSC QP Eligibility Panel of Assessors – Role and Specification

Essential criteria
- Current member of the Royal Society of Chemistry
- Experience in a quality role
- Current and/or previous experience will include acting as a Qualified Person
- Qualified to act as a QP via permanent provisions
- Professionally active and keeping up-to-date with cGMP, cGDP and QP matters
- No major involvement with training course providers

Desirable criteria
- Significant experience in a quality role
- Appropriate inter-personal skills, including good interviewing technique and communication skills
- An understanding of the assessment procedure and its purpose (further training is provided for assessors including observation of assessments (new assessors) and JPB training day (all assessors))
- Experience of the training and development of others

Role description
The Assessor role includes:
- review of the written applications
- interview of candidates (viva voce interview). The interview panel for each assessment normally involves an assessor from each of the professional bodies. This includes pre-interview preparation and liaising with other assessors about interview questions
- attending, and contributing to, assessor meetings. Assessors are required to attend an annual training day for RSC assessors, along with a day for all JPB assessors.

The RSC assessors also collaborate with the Royal Society of Chemistry to raise awareness on the issues relating to the QP role and in providing support for QPs.

Assessors are required to comply with the Joint Professional Bodies’ (JPB) assessment processes and RSC governance and operations frameworks.

Time commitment and remuneration (RSC)
Individuals must commit to the time expectations for an assessor - for reviewing applications, setting appropriate questions pre-interview, liaising with other assessors, and attending meetings and interview dates. It is estimated that the total time commitment is 4-6 days per year. This usually includes two days for interviews and two meeting/training days.

The assessor position is a voluntary one and no remuneration is associated with the role, however reasonable travel expenses incurred while carrying out assessor duties will be reimbursed.
Term of service (RSC)
Assessors have a term of office two x 4 years. New assessors are recruited every 1-2 years and it is expected if an assessor no longer meets the role specification that they would step down from the Panel.

Notice will be provided by the RSC if there are any changes to these arrangements.

It is also expected that if an individual is no longer able to serve their position they provide sufficient notice to enable continuity planning (taking into account scheduled assessments and meetings). QP assessors (including Chair and Vice-Chair of the RSC QP Panel of Assessors) can provide notice to the QP Officer.