RSC QP Eligibility Panel of Assessors – Role and Specification

Purpose of the Panel
The Joint Professional Bodies (Royal Pharmaceutical Society, Royal Society of Biology and Royal Society of Chemistry) are required by the Medicine and Healthcare products Regulatory Agency (MHRA) and the Veterinary Medicines Directorate (VMD) to certify individuals as eligible for nomination as a QP. Each professional body has its own Panel of QP Assessors who are responsible for overseeing this process.

Within the RSC, this process is managed by the QP Officer who sits within the Accreditation and Careers Team. The Panel of Assessors are overseen by the Chair and Vice Chair and reports to the Registration Committee within the RSC.

Role description
The role of the Panel of QP assessors is to assess the suitability of applicants for QP eligibility, which includes:

- conducting written reviews of applications to make an initial assessment on suitability.
- sitting on the interview panel for assessments, working with colleagues from the Royal Society of Biology and Royal Pharmaceutical Society to certify individuals as eligible for nomination as a QP. This includes pre-interview preparation and liaising with other assessors about interview questions.
- attending, and contributing to assessor meetings (1 x RSC and 1 x all JPB per year)
- acting in an advisory capacity to support the QP Officer with questions from potential applicants, stakeholders and qualified QPs
- 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, as well as the QP Code of Practice.

Eligibility criteria

Essential criteria for Assessor Panel members:

- Current member of the Royal Society of Chemistry and listed on the RSC QP register under the permanent provisions of the Pharmaceutical Directive 2001/83/EC having qualified through the Joint Professional Bodies QP Scheme (Category A).
- Experience in a quality role (a minimum of 5 years under a full manufacturing authorisation in the UK)
- Current and/or previous experience acting as a Qualified Person (a minimum of 3 years named on a manufacturing authorisation license)
- Professionally active and with current knowledge of cGMP, cGDP and QP matters
- Based in the UK (resident and/or working in the UK)
Desirable Criteria for Assessor Panel members:

- Experience of conducting interviews or assessment processes
- Appropriate interpersonal skills, including good interviewing technique and communication skills
- An understanding of the QP assessment procedure and its purpose (further training will be provided for new Assessors)
- Ideally, experience of the training and development of others

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. This is estimated to total approximately 8 days per year (distributed in half days and full days through the year), although the actual number of written reviews and assessments an assessor will be asked to conduct will depend on several factors including:

- the number of QP applications received each year
- the number of assessors on the Panel
- issues around conflicts of interest

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.