Peer Assessment Tool

A user guide for the online Faculty Peer Assessment Tool

Peer Assessment is defined as a process by which multiple individuals provide feedback. The concept is based on the premise that your role as a pharmacist in the multidisciplinary team is fundamental and central to the provision of good patient care or service delivery, demonstrating your accountability for services you provide to patients or your organisation.

The peer assessment is in the form of a questionnaire to gather feedback from a range of co-workers. You should nominate peers who might include:

- supervising pharmacists
- medical and nursing colleagues
- team members
- support workforce (pharmacy technicians, healthcare assistants)
- fellow academics

- scientists
- primary care colleagues
- researchers
- your manager
- your mentee
- junior colleague

The Faculty Peer Assessment Tool is now online and replaces the paper version. Please note that while there is no limit on the number of peers you can nominate, but you must nominate at least two to initiate the process.

1. To access the Peer Assessment Tool, go to "My Dashboard" on the RPS website and click on "My Portfolio":

2. Click on "Nominate Peers" under "Manage peer assessments" tab.

3. Begin by entering the following details for a minimum of 2 peers:
   - First name
   - Last name
   - E-mail address
   - Profession/relationship – this describes the working relationship with your peer

4. Click "Add" to add your peer to the table/list
   - Reset – clears the fields so you can re-enter the necessary information
   - Edit icon (pencil) – enables you to amend the name or email address in the event of a typographical or spelling error
   - Delete icon (cross) – deletes the entry from the list

5. Repeat for as many peers as necessary

6. Once you are happy with your list of peers, click "E-mail my peers". You will be asked to confirm that you wish to email the peers (see below). Press OK if you are happy to proceed or

Cancel if you do not wish to proceed. Please note you will not be able to add any more peers after this stage; make sure you have your whole list ready before you start.

Managing your peer assessments

1. You can view, manage and check the progress of your peer assessments by clicking on "Manage peer assessment" tab.


You will see a table summarising the status of each peer assessment with:

- Name of peer
- Email address of peer
- Date due – this is set as the next submission deadline by default
- Status – "Not started", "In progress" or "Completed"

If you notice that the email of your peer is incorrect, click "Re-send" to amend their details and send a new email. You can also use the "Re-send" option to send an email reminder to all your peers.

2. You will be able to review your peer assessment once a minimum of two peers have completed their assessment by clicking on 'Faculty peer assessment report'. You will also be able to see any

comments peers have left. Comments from peers are anonymous and are provided as collective feedback.
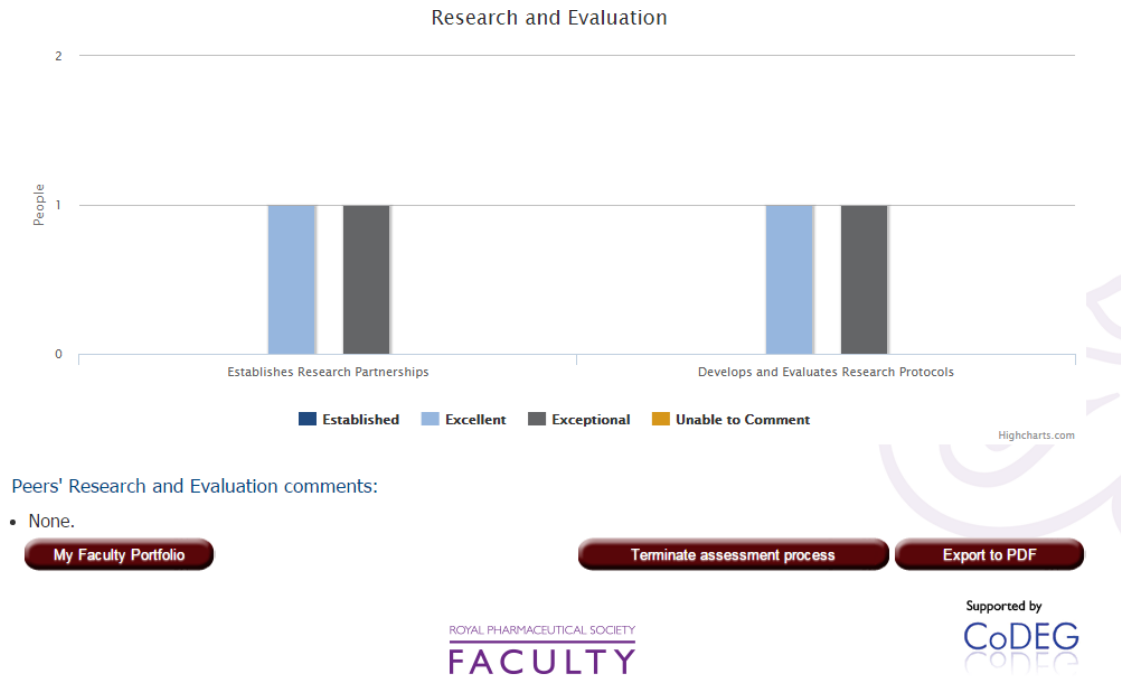
3. Your peer assessment will automatically complete once all your requested peers have responded.
    You also have the option to terminate the process by clicking on = "Terminate assessment process" at the bottom of the Faculty peer assessment report. This function is intended for those under time pressure to submit who have not yet received all their peer responses i.e. if you are still waiting for a testimonial but already have enough to submit and the submission deadline is approaching.
    Please note that by agreeing to teminate the process you will not be able to add new peers to the current list and uncompleted peer assessments cannot be completed; they will notcounttowards your final report.
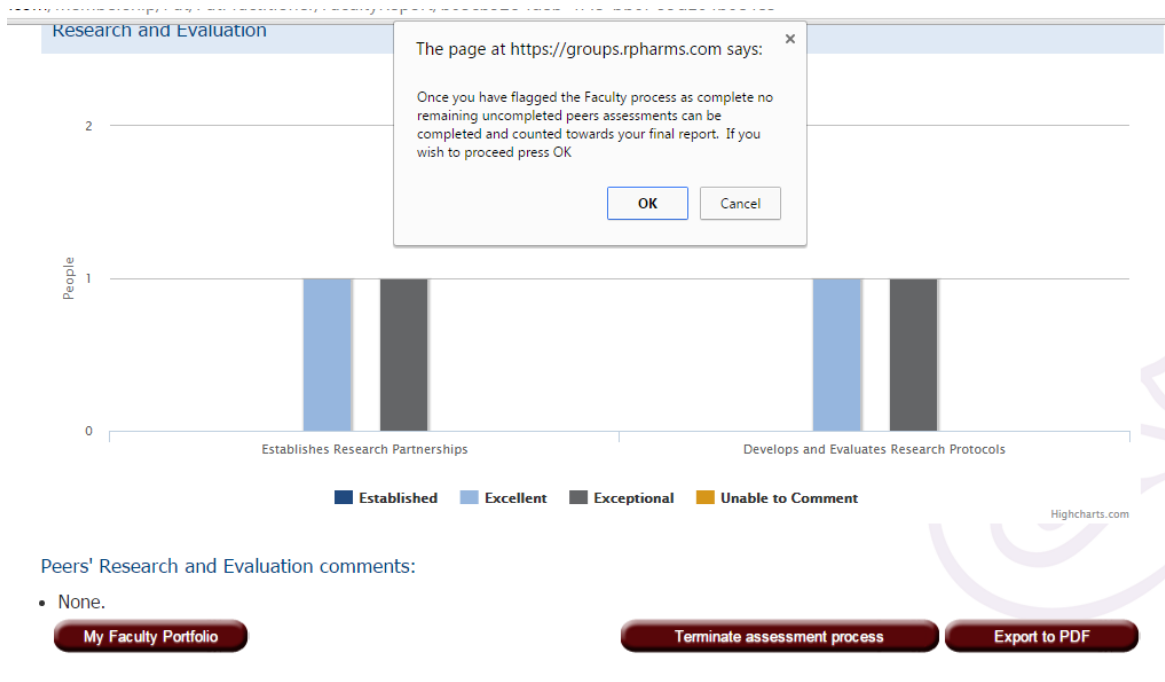
4. You will be able to view your completed peer assessment reports on your Faculty homepage under "Manage peer assessments tab".