

## Exam Results Review Panel (ERRP) - Role Overview for Members

Reports To	Director Assessment
Type of Engagement	Statutory Appointment
Business Unit	Assessment
Supervisor of	Nil

### About the Panel

The Exam Results Review Panel (ERRP) is a delegated decision-making body operating within frameworks approved by the APC Board and overseen by the Assessment Governance Committee. Its primary focus is on post-exam reviews, ensuring that decisions about exam questions align with current pharmacy practice and established governance standards.

The ERRP combines the expertise of registered pharmacists from diverse practice settings to provide an independent and structured post-exam review process that supports the integrity, validity, and defensibility of APC exam outcomes.

### About the Role

As a member of the ERRP, you will contribute your clinical and professional expertise to a structured post-exam review process aligned with best practice assessment standards. You will review exam questions identified through routine psychometric analysis, applying independent, evidence-based clinical judgement to ensure they are accurate, current, and aligned with the intended assessment objectives.

Through this role, you will help ensure that assessments reflect contemporary pharmacy practice, and appropriately assess the knowledge and skills required for safe and effective practice, supporting public safety and confidence in the profession.

The panel meets six times per year (online or in-person), and members are expected to attend all scheduled meetings.

The role focuses on review of exam question performance using aggregated data and does not involve reviewing or adjusting individual candidate results, designing or reviewing exam blueprints, or developing exam questions or exam forms.

### Key Responsibilities

- Review exam questions and relevant materials in advance of meetings
- Apply clinical and professional judgement to assess whether questions are accurate, current, and appropriate
- Contribute to panel discussions and decision-making processes to support fair, consistent, and defensible decisions

Members are required to declare any conflicts of interest and maintain the confidentiality of all panel materials and discussions.

## Member Requirements

To be eligible for membership, applicants must meet the Essential Requirements and the requirements relevant to their nominated area of practice.

### Essential Requirements (all members)

All members must:

- Hold a current Ahpra general pharmacist registration with no conditions.
- Have substantial experience, with recent and ongoing engagement, in pharmacy practice or education relevant to their nominated area of practice.
- Commit to participation in panel meetings and completion of pre-meeting review activities.
- Meet the specific requirements outlined for their nominated area of practice.

Eligibility Restrictions:

- Must not be primarily responsible for, or actively involved in, the training, supervision, or exam preparation of intern pharmacists preparing for the Intern Written exam.
- Must not be primarily responsible for, or actively involved in, the training, supervision, or exam preparation of overseas-trained pharmacists preparing for the *OPRA*® exam.
- Must not be currently involved in APC exam development activities (e.g., APC Exam subject matter experts)

### Community Pharmacy

In addition to the Essential Requirements, members nominating Community Pharmacy must:

- Be employed in a community pharmacy setting.
- Undertake a minimum of 20 hours per week of direct patient-facing clinical care in a community pharmacy setting, excluding administrative or non-clinical duties.
- Demonstrate an understanding of contemporary community pharmacy practice, including its scope, responsibilities, and required competencies.

### Hospital Pharmacy

In addition to the Essential Requirements, members nominating Hospital Pharmacy must:

- Be employed in a hospital pharmacy setting.
- Undertake a minimum of 20 hours per week of direct patient-facing clinical care in a hospital pharmacy setting, excluding administrative or non-clinical duties.
- Demonstrate an understanding of contemporary hospital pharmacy practice, including its scope, responsibilities, and required competencies.

### Academic Pharmacy

In addition to the Essential Requirements, members nominating Academic Pharmacy must:

- Be employed in an academic role within an Australian accredited pharmacy degree program.
- Undertake a minimum of 20 hours per week of direct student-facing teaching and learning activities with pharmacy students.
- Demonstrate current and in-depth knowledge in core pharmacy subject areas, including pharmaceutical sciences, pharmacology, and/or clinical therapeutics.
- Demonstrate an understanding of the expected level of knowledge and skills of pharmacy graduates, how this differs from the level required for pharmacist registration, and apply this when reviewing assessment materials.

## Competencies

### Core Competencies

Competency	Definition
<b>Our Values</b>	Promotes and embodies our values in what we do and how we behave.
<b>Holistic Approach</b>	Works in the best interests of APC.
<b>Team Oriented</b>	Promotes co-operation and interactions. Values differences among team members and can manage work groups with diverse influences.
<b>Achievement Orientated</b>	Identifies and accomplishes challenging objectives or personal goals.

### Mandatory Functional Competencies

Competency	Definition
<b>Communication</b>	Takes the initiative to communicate accurate, up-to-date plans and information. Expresses thoughts clearly, both verbally and in writing. Listens and understands the views of others.
<b>Time Management</b>	Manages responsibilities in a timely and efficient manner.
<b>Effective Relationships and Engagement</b>	Forges productive, cooperative relationships. Understands and responds to others' needs and priorities.
<b>Cultural Awareness</b>	Understands and promotes our path to reconciliation.
<b>Diversity and Inclusion</b>	Recognises and values diversity of people, ideas and cultures.
<b>Quality &amp; Professionalism</b>	Maintains high work standards and takes personal responsibility.

### Role Specific Competencies

Competency	Definition
<b>Attention to detail</b>	Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved.
<b>Technical Expertise</b>	The ability to demonstrate depth of knowledge and skill in a technical area
<b>Judgement</b>	Makes sound decisions while considering alternatives