

The purpose of this document is to provide a guideline on the assessment and moderation of the competency-based Board examination, the Portfolio of Evidence. The guideline includes the following documents:

- *Assessor's report – CMS H-01*
- *Moderator's report – CMS H-02*
- *Timeline on the assessment of the Board-approved competency-based examination, the Portfolio of Evidence: Intern Medical Scientists – CMS H-03*

This guideline has to be read with the following documents:

- *Policy regarding the training of intern medical scientists – CMS A*
- *Policy regarding the criteria for accreditation of facilities for internship training in medical science – CMS B*
- *The National Curriculum – CMS 01 MBS / CMS 01 MBS RB / CMS 01 PH / CMS 01 GC*
- *Guideline for the submission and assessment of the Portfolio of Evidence – CMS 02 MBS / MBS RB / PH / GC*
- *List of appointed Evaluation members – CMS B-01*

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1. ASSESSMENT AND MODERATION

1.1 ASSESSMENT

Assessment is the process to determine whether the prescribed learning outcomes of the training program were reached to a specific standard based on the evidence provided.

1.2 MODERATION

The purpose of moderation is to ensure assessments align with established standards and are equitable, fair and valid, and based on evidence of the assessed work.

A person who evaluate quality assurance in relation to the assessments carried out by assessors - a *sampled second assessment on some components will be performed* .

External moderation is the process through which assessment is monitored to ensure that it meets required national standards.

This is also a quality assurance process that ensures that the assessments conducted meet the specified outcomes and standards and that assessment of candidates' performance are consistent, fair, accurate and reliable.

2. THE APPOINTMENT OF THE EVALUATION PANEL

The appointment of assessors and moderators to the Evaluation Panel is described in section 10 of the Policy regarding the criteria for accreditation of facilities for internship training in medical science (CMS B). A list of the Panel members will be kept per discipline and professional category, where applicable (CMS B-01).

3. SCHEDULE OF ASSESSMENT CYCLE

Please refer to Timeline on the assessment of Board-approved competency-based examination in the form of a Portfolio of Evidence – CMS H-03.

- 3.1 Three assessment cycles per annum are scheduled for the submission of Portfolio of Evidence:
- First cycle - 31 January
 - Second cycle - 31 May
 - Third cycle - 30 September.
- 3.2 Candidates are required to indicate their intent to submit their Portfolio of Evidence at least 12 weeks prior to submission (CMS A-02):
- First cycle – 8 November
 - Second cycle – 8 March
 - Third cycle – 8 July
- 3.3 Members of the Evaluation Panel will be notified of impending assessments/moderations by:
- First cycle - 17 January
 - Second cycle - 17 May
 - Third cycle - 16 September

4. THE DUTIES AND FUNCTION OF THE ASSESSOR AND MODERATOR

The Committee for Medical Science (CMS) will select assessors and moderators from the appointed Evaluation Panel per assessment cycle.

The assessor

A Portfolio of Evidence will be assessed by only *one assessor*, registered with the HPCSA in the same discipline and professional category (if applicable) as the intern candidate.

The assessor has to be *impartial* (not affiliated or employed by the same training facility / family member) to the intern candidate he or she is assessing.

One assessor may assess more than one Portfolio of Evidence.

The number of assessors nominated will be based on (i) the various disciplines and professional categories of the intern candidates, and (ii) the number of Portfolio's of Evidence which have to be assessed. The total number of assessor(s) appointed per cycle will also depend on the affiliation of the intern candidates to a specific training facility, to avoid conflict of interest.

The moderator

A *single moderator*, registered with the the HPCSA in the *same discipline and professional category if applicable* (MBS,) as the intern candidates, will moderate all intern candidates in that specific discipline and professional category (MBS).

The number of moderators nominated will be based on the number of the various disciplines and professional categories of the intern candidates.

The moderator will in most cases not be impartial or independent from the training facilities, but the function of the moderator is of such a nature that it only assess the assessors report. If a discrepancy occur between the report of the assessor and the moderator the Committee for Medical Science will appoint a committee member to mediate by independently assessing the Portfolio of Evidence and then compare the reports of the evaluators.

4.1 The duties of the Assessor of a Portfolio of Evidence

- a) Strictly apply to the timeframe on assessment of Portfolio of Evidence (*CMS H-03*).
- b) Ensure that the relevant Portfolio of Evidence meets all the prescribed minimum requirements of all elements as prescribed in the National Curriculum (*CMS-01*) and the facility-based internship-training program.
- c) Identify and describe any and all deficiencies in detail in the Assessor's Report (*CMS H-01*); these may include components of the accredited training program that do not contain the minimum requirements. The Committee for Medical Science will communicate these shortcomings to the training facility and improvement will be required to meet minimum standards and to avoid disadvantaging intern candidates. If the deficiencies are of such a nature that the core of training is compromised, a letter will be forwarded to the Head of the Training program requesting revision of the program to comply with the National Curriculum.
- d) Assess and provide feedback on practical competencies, academic knowledge, general skills and discipline-specific skills for all major elements. *Only items pertaining to the internship period should be evaluated*, excluding any other irrelevant, added material. Take note that prior knowledge (outside the HPCSA-approved training period) is not accepted, unless approval by the HPCSA has been granted, and evidence is provided in the Portfolio of Evidence or where evidence of consistent/ongoing activities is provided.
- e) Use the submitted Guideline for the submission and assessment of Portfolio of Evidence (*CMS 02*) as a guideline and complete your sections.
- f) Ensure that the Intern Duty Certificate (*CMS 02 - 01*) has been completed by the Head of the training program and endorsed by the Head of the training facility.

- g) Ensure that evidence is correct and signed off by the supervisor or trainer. This board-approved assessment is based on real evidence, and completed lists and tables serve as quick references of summarized skills.
- h) Pay special attention to the type and frequency of assessment of each component, which should be evidence-based, listed in the curriculum, and validated by the supervisor/trainers.
- i) In the case of the semi-independent research project, focus on the project proposal, application for ethics approval if applicable (this may be provided by the training facility itself), formal presentation, and peer-reviewed assessment.
- j) Formally assess evidence of academic knowledge based on prescribed textbooks and course material, such as recent literature.
- k) Verify that practical competencies include, not only observation, but also evidence of independent performing, troubleshooting, and interpretation of the test result. The intern candidate has to provide evidence of understanding test results in a clinical context and subsequent involvement in patient result reporting. e.g. patient history, symptoms etc.
- l) Confirm that case reports exhibit insight, as well as integration of academic knowledge and practical competencies in the diagnosis/treatment of a patient.
- m) Complete the Assessor's Report (*CMS H-01*) in full.

An assessor will compare the Portfolio of Evidence of an intern candidate to the facility-based accredited intern training program and consider whether all minimum requirements, as prescribed in the National Curriculum and Assessment Guideline, are met. The assessor will provide a recommendation by (a) listing all the elements not meeting the minimum required standards, (b) supplying suggestions to amend to meet minimum standards, (c) recommend a success or failure of the Portfolio of Evidence to the moderator.

4.2 The duties of the Moderator of a Portfolio of Evidence

- a) Strictly adhere to the timeframe on assessment of Portfolio of Evidence (*CMS H-03*).
- b) The *dual function* of a moderator is to determine both (i) the consistency, fairness, accuracy and reliability of the assessment as well as to (ii) determine the national standard of all training programs.
- c) Evaluate the report of the assessor on a specific Portfolio of Evidence and provide a final recommendation.
- d) The moderator will assess the quality and fairness of the report of the assessor and do spot checks in especially the Practical competency component.
- e) Evaluate the facility-based training program in relation to The National Curriculum (*CMS 01 MBS / MBS RB / GC / PH*) and recommend on the standard of the program.
- f) Complete the Moderator's report (*CMS H-02*) in full.

In the case of a discrepancy between the reports of the assessor and moderator of a specific Portfolio of Evidence, the CMS will appoint a committee member to mediate by assessing the Portfolio of Evidence and compare the reports of the evaluators. Based on the CMS member's independent report, the CMS will recommend a result.

5. OPTIONS FOR EVALUATION REPORT

Recommendations provided by the assessor and moderator may include the following:

- a) *Minor revision(s)*
 - Submission of missing evidence required
 - Reassessment will be conducted by the moderator
 - Intern candidate not required to pay the assessment fee again
- b) *Major revision(s)*
 - Resubmission and reassessment by a different/same moderator as specified by Committee of Medical Science
 - Intern candidate required to pay the assessment fee again for reevaluation.
- c) *Discrepancies in relation to the Training program*
 - Pertaining to the intern's adherence to the prescribed training program: If the accredited training program was not followed and some of the components are missing in the Portfolio of Evidence, the evidence should be submitted to the Educational and Training Division and the Committee for Medical Science, who will inform the Head of the Training Program that the Portfolio of Evidence did not contain the specific component(s).

With regards to training program's compliance to the National Curriculum: If the accredited training program does not meet the minimum criteria prescribed by the National Curriculum, the same procedure will followed as described above and a letter will be sent to the Head of the training program and the supervisor indicating such, and request an explanation of the breach in training criteria and a revision of the program. The CMS will then evaluate the evidence provided on a case-by-case basis to consider readjustment of internship period of training, or a transfer of the intern to another facility, or any other options available to support optimal training in compliance with the National Curriculum.

Please complete this report *after* acknowledging the entire contents of The guideline on the assessment and moderation of the Portfolio of Evidence: Intern Medical Scientists – CMS H

NAME AND SURNAME OF INTERN MEDICAL SCIENTIST:

HPCSA REGISTRATION NUMBER: MSIN

DISCIPLINE: MEDICAL BIOLOGICAL SCIENCE

PROFESSIONAL CATEGORY:

TRAINING INSTITUTION:

PERIOD OF INTERNSHIP:

OUTCOME: ¹Conditional Approval – Minor revisions

- Submit proof of evidence-based assignments
- Reassessment will be conducted by the moderator
- Intern candidates are not required to pay the assessment fee again

or

¹Not Approved – Major revisions

- Resubmission and reassessment of an updated revised Portfolio of Evidence by evaluators (different/same moderator as specified by Committee of Medical Science).
- Intern candidates are required to pay the assessment fee again for reevaluation.

and

¹The Training Program not compliant

- Non-adherence to the prescribed training program
- Non-compliance to the National Curriculum (CMS 01 MBS)

¹Please select the most appropriate recommendation and delete what is not applicable.

COMMENTS: *These comments should substantiate the outcome category above.*

- a) Was the entire Portfolio of Evidence template completed and approved by the Head of the Training program for assessment?
- b) Was all the evidence provided signed off by the interns candidate and trainer/supervisor?
- c) Was the facility-based Internship training program current, relevant to the category in relation to the newest innovative equipment and test methods and satisfactory to showcase competency of relevant skills?

- d) Was a sound understanding of Professional conduct and Ethical rules demonstrated?
- e) Was a sound understanding and application of Good Laboratory Practice (GLP) and Laboratory Safety demonstrated?
- f) Was a sound understanding and application of Quality Management demonstrated?
- g) Was a sound knowledge and application of Scientific and discipline-specific knowledge demonstrated ?
- h) Was Practical competency skills appropriately and sufficiently demonstrated by using the prescribed evidence?
- i) Was the integration of academic knowledge and practical skills sufficiently demonstrated in the patient reports?
- j) Principles of Research – was the project a suitable semi-independent project, containing all the prescribed components? *Note that clinical trials and validation/verification reports of a methods does not replace a research project.*
- k) Stipulate any other shortcomings and inadequacies for the assessment (if applicable).
 - (i)
 - (ii)
 - (iii)
 - (iv)

Name of Assessor

Signature of Assessor

Date



CMS H – 02 MBS

**MODERATORS REPORT
BOARD APPROVED ASSESSMENT OF INTERN MEDICAL
SCIENTISTS**

**MEDICAL AND DENTAL PROFESSIONS BOARD:
MEDICAL SCIENCE**

Please complete this report after acknowledging the entire contents of The guideline on the assessment and moderation of the Portfolio of Evidence: Intern Medical Scientists – CMS H

NAME AND SURNAME OF INTERN MEDICAL SCIENTIST:

HPCSA REGISTRATION NUMBER: MSIN

DISCIPLINE: MEDICAL BIOLOGICAL SCIENCE

PROFESSIONAL CATEGORY:

TRAINING INSTITUTION:

PERIOD OF INTERNSHIP:

OUTCOME: : ¹Conditional Approval – Minor revisions

- Submit proof of evidence-based assignments
- Reassessment will be conducted by the moderator
- Intern candidates are not required to pay the assessment fee again

or

¹Not Approved – Major revisions

- Resubmission and reassessment of an updated revised Portfolio of Evidence by evaluators (different/same moderator as specified by Committee of Medical Science).
- Intern candidates are required to pay the assessment fee again for reevaluation.

and

¹The Training Program not compliant

- Non-adherence to the prescribed training program
- Non-compliance to the National Curriculum (CMS 01 MBS)

¹Please select the most appropriate recommendation and delete what is not applicable.

Check list for the purpose of moderation:

Was the discipline specific-outcomes addressed by the intern and assessed sufficiently by the assessor. Sections in this part of the PoE should be spot checked and if a gap is identified a comment should be included:

Professional conduct and Ethical rules

Comment:

.....
.....

Good Laboratory Practice (GLP) and Laboratory Safety

Comment:

.....
.....

- Quality management
Comment:
.....
.....
- Scientific and Discipline-Specific Knowledge
Comment:
.....
.....
- Competency Training (Check one example of the 5 tests per scope of test included)
Comment:
.....
.....
- Principles of Research
Comment:
.....
.....

In the case of a unsuccessful assessment please list the components to be revised in a clear and concise manner – please refer to the assessors report for these shortcomings.

- a)
- b)
- c)
- d)

Name of Moderator

Signature of Moderator

Date

Please complete this report after acknowledging the entire contents of The guideline on the assessment and moderation of the Portfolio of Evidence: Intern Medical Scientists – CMS H

NAME AND SURNAME OF INTERN MEDICAL SCIENTIST:

HPCSA REGISTRATION NUMBER: MSIN

DISCIPLINE: MEDICAL BIOLOGICAL SCIENCE

PROFESSIONAL CATEGORY: REPRODUCTIVE BIOLOGY

TRAINING INSTITUTION:

PERIOD OF INTERNSHIP:

OUTCOME: ¹Conditional Approval – Minor revisions

- Submit proof of evidence-based assignments
- Reassessment will be conducted by the moderator
- Intern candidates are not required to pay the assessment fee again

or

¹Not Approved – Major revisions

- Resubmission and reassessment of an updated revised Portfolio of Evidence by evaluators (different/same moderator as specified by Committee of Medical Science).
- Intern candidates are required to pay the assessment fee again for reevaluation.

and

¹The Training Program not compliant

- Non-adherence to the prescribed training program
- Non-compliance to the National Curriculum (CMS 01 PHO)

¹Please select the most appropriate recommendation and delete what is not applicable.

COMMENTS: *These comments should substantiate the outcome category above.*

- a) Summary page – was the portfolio easy to navigate and were all essential elements present?
- b) Intern Program – was it included and, in your opinion, current and satisfactory to showcase competency of relevant skills?
- c) Description of activities during the internship period – did this demonstrate that appropriate activities were performed over the training period?
- d) Scientific knowledge – is this comprehensively demonstrated?

- e) Assignments and evidence-based assessments (theoretical and practical) – were these appropriate and did they demonstrate competency?
- f) Research experience – project commenced during internship in the diagnostic laboratory or clinical environment. If an intern has already obtained a Masters or Doctorate qualification, the intern may have successfully applied for exemption of a research project based on prior learning. In the case of a successful application, the formal letter of approval from the Committee for Medical Science has to be included in the Portfolio of Evidence. If such a letter is not included, assume prior learning is not relevant.
- g) Clinical trials and validation/verification of a method does not replace a research project. Performing of validation of diagnostic test methods / platforms / kits is a minimum requirement of the National Curriculum (refer to *CMS 01*, Quality management - section 3.3.3).
- h) Evidence of the final exit assessment by training department has to be included.
- i) Stipulate any other shortcomings and inadequacies for the assessment (if applicable).
 - (i)
 - (ii)
 - (iii)
 - (iv)

Name of Assessor

Signature of Assessor

Date



CMS H – 02 MBS RB

**MODERATORS REPORT
BOARD APPROVED ASSESSMENT OF INTERN MEDICAL
SCIENTISTS**

**MEDICAL AND DENTAL PROFESSIONS BOARD:
MEDICAL SCIENCE**

Please complete this report after acknowledging the entire contents of The guideline on the assessment and moderation of the Portfolio of Evidence: Intern Medical Scientists – CMS H

INTERN MEDICAL SCIENTIST:

HPCSA REGISTRATION NUMBER: MSIN

DISCIPLINE: MEDICAL BIOLOGICAL SCIENCE

PROFESSIONAL CATEGORY: REPRODUCTIVE BIOLOGY

TRAINING INSTITUTION:

PERIOD OF INTERNSHIP:

OUTCOME: : ¹Conditional Approval – Minor revisions

- Submit proof of evidence-based assignments
- Reassessment will be conducted by the moderator
- Intern candidates are not required to pay the assessment fee again

or

¹Not Approved – Major revisions

- Resubmission and reassessment of an updated revised Portfolio of Evidence by evaluators (different/same moderator as specified by Committee of Medical Science).
- Intern candidates are required to pay the assessment fee again for reevaluation.

and

¹The Training Program not compliant

- Non-adherence to the prescribed training program
- Non-compliance to the National Curriculum (CMS PH 01)

¹Please select the most appropriate recommendation and delete what is not applicable.

Check list for the purpose of moderation:

- a) Was the discipline specific-outcomes addressed by the intern and assessed sufficiently by the assessor. Sections in this part of the PoE should be spot checked and if a gap is identified a comment should be included:
- b) Are all the Curriculum specified requirements reflected in the Portfolio of Evidence, with proof of proficiency and skills?
- c) Indicate the shortcomings and/or strengths of the Portfolio of Evidence

In the case of a unsuccessful assessment please list the components to be revised in a clear and concise manner – please refer to the assessors report for these shortcomings.

- a)
- b)
- c)
- d)

Name of Moderator

Signature of Moderator

Date

Please complete this report *after* acknowledging the entire contents of The guideline on the assessment and Intern Medical Scientists – CMS H

NAME AND SURNAME OF INTERN MEDICAL SCIENTIST:

HPCSA REGISTRATION NUMBER: PHIN

DISCIPLINE: MEDICAL PHYSICS

TRAINING INSTITUTION:

PERIOD OF INTERNSHIP:

OUTCOME: ¹Conditional Approval – Minor revisions

- Submit proof of evidence-based assignments
- Reassessment will be conducted by the moderator
- Intern candidates are not required to pay the assessment fee again

or

¹Not Approved – Major revisions

- Resubmission and reassessment of an updated revised Portfolio of Evidence by evaluators (different/same moderator as specified by Committee of Medical Science).
- Intern candidates are required to pay the assessment fee again for reevaluation.

and

¹The Training Program not compliant

- Non-adherence to the prescribed training program
- Non-compliance to the National Curriculum (CMS 01 PH0)

¹Please select the most appropriate recommendation and delete what is not applicable.

COMMENTS: *These comments should substantiate the outcome category above.*

- Was the entire Portfolio of Evidence completed and approved by the Head of the Training program for assessment?
- Was all the evidence provided signed off by the intern candidate and trainers/supervisors?
- Was the facility-based Internship training program current, relevant to the discipline in relation to the newest innovative equipment and procedures and satisfactory to showcase competency of relevant skills?
- Was a sound understanding of Professional conduct and Ethical rules demonstrated?

- e) Was a sound understanding and application of Quality Management demonstrated?
- f) Was a sound knowledge and application of Scientific and discipline-specific knowledge demonstrated ?
- g) Was Practical competency skills appropriately and sufficiently demonstrated?
- h) Was the integration of academic knowledge and practical skills sufficiently demonstrated?
- i) Principles of Research – was the project a suitable semi-independent project, containing all the prescribed components? *Note that validation/verification reports of methods does not replace a research project.*
- j) Stipulate any other shortcomings and inadequacies for the assessment (if applicable).
 - (i)
 - (ii)
 - (iii)
 - (iv)

Name of Assessor

Signature of Assessor

Date



CMS H – 02 PH

**MODERATORS REPORT
BOARD APPROVED ASSESSMENT OF INTERN MEDICAL
SCIENTISTS**

**MEDICAL AND DENTAL PROFESSIONS BOARD:
MEDICAL SCIENCE**

Please complete this report after acknowledging the entire contents of The guideline on the assessment and moderation of the Portfolio of Evidence: Intern Medical Scientists – CMS H

NAME AND SURNAME OF INTERN MEDICAL SCIENTIST:

HPCSA REGISTRATION NUMBER: PHIN

DISCIPLINE: MEDICAL PHYSICS

TRAINING INSTITUTION:

PERIOD OF INTERNSHIP:

OUTCOME: : ¹Conditional Approval – Minor revisions

- Submit proof of evidence-based assignments
- Reassessment will be conducted by the moderator
- Intern candidates are not required to pay the assessment fee again

or

¹Not Approved – Major revisions

- Resubmission and reassessment of an updated revised Portfolio of Evidence by evaluators (different/same moderator as specified by Committee of Medical Science).
- Intern candidates are required to pay the assessment fee again for reevaluation.

and

¹The Training Program not compliant

- Non-adherence to the prescribed training program
- Non-compliance to the National Curriculum (CMS PH 01)

¹Please select the most appropriate recommendation and delete what is not applicable.

Check list for the purpose of moderation:

- Was the discipline specific-outcomes addressed by the intern and assessed sufficiently by the assessor. Sections in this part of the PoE should be spot checked and if a gap is identified a comment should be included:
 - Professional conduct and Ethical rules
Comment:
.....
.....
 - Quality management
Comment:
:.....
.....
 - Scientific and Discipline-Specific Knowledge

Comment:

.....
.....

- Principles of Research

Comment:

.....
.....

In the case of a unsuccessful assessment please list the components to be revised in a clear and concise manner – please refer to the assessors report for these shortcomings.

- a)
- b)
- c)
- d)

Name of Moderator

Signature of Moderator

Date

Please complete this report after acknowledging the entire contents of The guideline on the assessment and moderation of the Portfolio of Evidence: Intern Medical Scientists – CMS H

NAME AND SURNAME OF INTERN MEDICAL SCIENTIST:

HPCSA REGISTRATION NUMBER: **GCIN**

DISCIPLINE: **GENETIC COUNSELLING**

TRAINING INSTITUTION:

PERIOD OF INTERNSHIP:

OUTCOME: ¹**Conditional Approval – Minor revisions**

- Submit proof of evidence-based assignments
- Reassessment will be conducted by the moderator
- Intern candidates are not required to pay the assessment fee again

or

¹**Not Approved – Major revisions**

- Resubmission and reassessment of an updated revised Portfolio of Evidence by evaluators (different/same moderator as specified by Committee of Medical Science).
- Intern candidates are required to pay the assessment fee again for reevaluation.

and

¹**The Training Program not compliant**

- Non-adherence to the prescribed training program
- Non-compliance to the National Curriculum (CMS 01 PHO)

¹*Please select the most appropriate recommendation and delete what is not applicable.*

COMMENTS: *These comments should substantiate the outcome category above.*

- i) Summary page – was the portfolio easy to navigate and were all essential elements present?
- j) Intern Program – was it included and, in your opinion, current and satisfactory to showcase competency of relevant skills?
- k) Description of activities during the internship period – did this demonstrate that appropriate activities were performed over the training period?
- l) Scientific knowledge – is this comprehensively demonstrated?

- m) Assignments and evidence-based assessments (theoretical and practical) – were these appropriate and did they demonstrate competency?
- n) Research experience – project commenced during internship in the diagnostic laboratory or clinical environment. If an intern has already obtained a Masters or Doctorate qualification, the intern may have successfully applied for exemption of a research project based on prior learning. In the case of a successful application, the formal letter of approval from the Committee for Medical Science has to be included in the Portfolio of Evidence. If such a letter is not included, assume prior learning is not relevant.
- o) Clinical trials and validation/verification of a method does not replace a research project. Performing of validation of diagnostic test methods / platforms / kits is a minimum requirement of the National Curriculum (refer to *CMS 01*, Quality management - section 3.3.3).
- p) Evidence of the final exit assessment by training department has to be included.
- i) Stipulate any other shortcomings and inadequacies for the assessment (if applicable).
 - (i)
 - (ii)
 - (iii)
 - (iv)

Name of Assessor

Signature of Assessor

Date

Please complete this report after acknowledging the entire contents of The guideline on the assessment and moderation of the Portfolio of Evidence: Intern Medical Scientists – CMS H

INTERN MEDICAL SCIENTIST:

HPCSA REGISTRATION NUMBER: GCIN

DISCIPLINE: GENETIC COUNSELLING

TRAINING INSTITUTION:

PERIOD OF INTERNSHIP:

OUTCOME: : ¹Conditional Approval – Minor revisions

- Submit proof of evidence-based assignments
- Reassessment will be conducted by the moderator
- Intern candidates are not required to pay the assessment fee again

or

¹Not Approved – Major revisions

- Resubmission and reassessment of an updated revised Portfolio of Evidence by evaluators (different/same moderator as specified by Committee of Medical Science).
- Intern candidates are required to pay the assessment fee again for reevaluation.

and

¹The Training Program not compliant

- Non-adherence to the prescribed training program
- Non-compliance to the National Curriculum (CMS PH 01)

¹Please select the most appropriate recommendation and delete what is not applicable.

Check list for the purpose of moderation:

- d) Was the discipline specific-outcomes addressed by the intern and assessed sufficiently by the assessor. Sections in this part of the PoE should be spot checked and if a gap is identified a comment should be included:
- e) Are all the Curriculum specified requirements reflected in the Portfolio of Evidence, with proof of proficiency and skills?
- f) Indicate the shortcomings and/or strengths of the Portfolio of Evidence

In the case of a unsuccessful assessment please list the components to be revised in a clear and concise manner – please refer to the assessors report for these shortcomings.

- a)
- b)
- c)
- d)

Name of Moderator

Signature of Moderator

Date



CMS H – 03

**TIMELINE ON THE ASSESSMENT OF THE
BOARD-APPROVED COMPETENCY-BASED EXAMINATION, THE PORTFOLIO OF EVIDENCE:
INTERN MEDICAL SCIENTISTS**

**MEDICAL AND DENTAL PROFESSIONS BOARD:
MEDICAL SCIENCE**

The purpose of this document is to ensure that the various steps from intent of submission of Portfolio of Evidence to registration as a Medical Scientist are performed in the shortest timeframe. An abbreviated timeline is provided in Table 1 (attached).

	Responsibility	Action	Timeline	Cycle		
				1	2	3
1.	Intern Medical Scientist and Supervisor	Intent to submit Portfolio of Evidence (PoE) for assessment (CMS A-02) to Educational & Training Division (E&T)	12 week prior to submission date	8 Nov	8 March	8 July
2.	Education and Training Division	Compile list of applications	4 weeks prior	3 Jan	3 May	2 Sept
3.	Committee for Medical Science	Compile assessment team from Evaluation Panel Circulated to appropriate categories – approved by Committee of Medical Science (CMS) Chair	5 working days	10 Jan	10 May	9 Sept
4.	Education and Training Division	Inform members of assessment team formally with: <ul style="list-style-type: none"> • Date of sending link • Deadline for report • Request formal acceptance • Test link accessibility and process 	5 working days	17 Jan	17 May	16 Sept
5.	Assessment team	Acknowledge of assessment	3 working days	20 Jan	20 May	19 Sept
6.	Intern Medical Scientist and Supervisor	Submission deadline <ul style="list-style-type: none"> • PoE at HPCSA with proof of payment of assessment fees for PoE 		31 Jan	31 May	30 Sept

		<ul style="list-style-type: none"> Completed Application for the National Board Assessment of Competence (CMS A-03) <p>The final exit assessment by training department –</p> <ul style="list-style-type: none"> Recommendation by the supervisor: Confirm skills, academic knowledge and practical competencies and recommends to head of training department for summative assessment <p>Completion of section 6 of CMS 02</p> <ul style="list-style-type: none"> Final approval by head of training program: conforms course outcomes by summative assessment and provides consent for formal assessment by Board <p>Completion of section 7 of CMS 02 and completion of Intern Duty Certificate (CMS 02-01)</p> <ul style="list-style-type: none"> Endorsement by head of training facility by signing Intern Duty Certificate (CMS 02-01) and official stamp 				
7.	Education and Training Division	Confirmation of panel members on number of PoE to CMS	1 working day	1 Feb	1 June	1 Oct
8.	Education and Training Division	<p>Verify the PoE received are complete, ensure the following:</p> <ul style="list-style-type: none"> All documents are attached, including training program Complete Part 1. Administrative requirements of Guideline on Submission and Assessment of Portfolio (CMS 02 GC/PH/MBS/MBS RB) and ensure it is fully completed and signed by all parties. The Intern Duty Certificate is signed, indicated as “Assessment ready” 	5 working days	7 Feb	7 Jun	7 Oct
9.	Education and Training Division	Send PoE link to the assessor and moderator				
10	Assessment team	Formal acknowledgement of receiving of link	3 working days	10 Feb	10 Jun	10 Oct
11	Assessment team - Assessors	Formal assessment and reports to E&T	10 working days	21 Feb	21 Jun	21 Oct

12	Education and Training Division	Send reports of the assessor to moderator	5 working days	28 Feb	28 Jun	28 Oct
13	Assessment team - Moderators	Formal confirmation of receiving odassessors' reports	3 working days	3 March	31 Jun	31 Oct
14	Assessment team - Moderators	Formal moderation and report to E&T	5 working days	10 March	7 Jul	7 Nov
15	Education and Training Division	<p>Successful candidates:</p> <p>Submit Declaration of Competence (CMS A-04) and anonymous copy of Moderators Report (CMS H-02) to intern candidate and;</p> <p>Request from intern:</p> <ul style="list-style-type: none"> • Completion of internship (Form 36) - Original • Application for registration (Form 24) – Original • Proof of registration fee to be submitted to <u>Registration Division</u> <p>Unsuccessful candidates:</p> <p>Submit Declaration of Competence (CMS A-04) and anonymous copy of Moderators Report (CMS H-02) to intern candidate</p> <ul style="list-style-type: none"> • Ensure follow-up on missing evidence (deadline) • Fees (if applicable) • Advise Assessment panel 	5 working days	17 March	14 Jul	14 Nov
16	Education and Training Division	<p>Receive from intern:</p> <ul style="list-style-type: none"> • Completion of internship (Form 36) - Original • Application for registration (Form 24) – Original 				
17	Registration Division	<p>Receive from intern:</p> <ul style="list-style-type: none"> • Proof of registration fee <p>Register and provide a hard copy of the Certificate of Registration to candidate</p>	10 working days	30 March	27 Jul	26 Nov
18	Education and Training Division	Provide feedback on assessment and registration date to CMS	In time for next CMS meeting			

19	Committee for Medical Science	Outcomes noted at Meeting				
Unsuccessful candidates: Re-submission and re-assessment						
20	Intern Medical Scientist and Supervisor	Resubmit missing evidence to E&T within deadline	Depending on evidence			
21	Education and Training Division	Contact assessment team and send link for re-assessment	5 working days			
22	Assessment team	Assessment and reports to E&T	10 working days			
23	Education and Training Division	Submit Declaration of Competence (CMS A-04) and anonomous copy of Moderators report (CMS H-02) to intern candidate Request from intern: <ul style="list-style-type: none"> • Completion of internship (Form 36) - Original • Application for registration (Form 24) – Original Proof of registration fee to be submitted to <u>Registration Division</u>	5 working days			
24	Education and Training Division	Receive from intern: <ul style="list-style-type: none"> • Completion of internship (Form 36) - Original • Application for registration (Form 24) – Original 	10 working days			
25	Registration Division	Receive from intern: <ul style="list-style-type: none"> • Proof of registration fee Register and provide a hard copy of the Certificate of Registration to candidate	5 working days			
26	Education and Training Division	Provide feedback on assessment and registration date to CMS	In time for next CMS meeting			
27	Committee for Medical Science	Noted at Meeting	Process complete			
Any deviation in these dates must be brought to the attention of the CMS. The CMS will then intervene according to guidelines						

- PoE received after deadline will be assessed with next cycle.
- If documentation required in CMS 02 is not provided – E & T Division should request missing documents electronically with a 5 working days deadline. If the deadline is not met, assessment will be in next cycle.

Table 1. Abbreviated timeline on the assessment of the Portfolio of Evidence from CMS H-03

<i>Responsibility</i>	Intern	HPCSA E&T Dept CMS	<i>Intern</i>	HPCSA E&T Dept	Assessor	HPCSA E&T Dept	Moderator	HPCSA E&T Dept	Supervisor of Intern	<i>Intern</i>	Reg Dept
Action	Intent to submit PoE	Compile panel and *inform Assessors & Moderators of PoE numbers expected	Closing date of PoE submissions (with proof of payment PoE)	Send PoE link to Assessors & Moderators	Assessment	Send assessment report link to Moderators	Moderation	Send Mdr reports to Reg Dept and letter to interns	Letter to confirm conclusion of internship period to HPCSA E&T Dept	**Submit documents & proof of payment (annual fee) to Reg Dept upon conclusion of internship	Registration of candidate for independent practice
Timeline	12 weeks prior	4 weeks prior		1 week	2 weeks	1 week	1 week	1 week	24 Months of internship near conclusion	Conclusion of Internship with receipt of HPCSA outcome letter	2 weeks
Cycle 1	8 Nov	3 Jan	31 Jan	7 Feb	21 Feb	28 Feb	7 Mar	14 Mar			
Cycle 2	8 Mar	3 May	31 May	7 Jun	21 Jun	28 Jun	5 Jul	12 Jul			
Cycle 3	8 Jul	2 Sept	30 Sept	7 Oct	21 Oct	28 Oct	4 Nov	11 Nov			
Any deviation in these dates must be brought to the attention of the CMS. The CMS will then intervene according to guidelines											