



ARTP National Spirometry Certification Assessor Policy	
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National Spirometry Certification Assessor Policy

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1. Background

The ARTP spirometry certification is a nationally accredited examination for healthcare professionals involved in performing and reporting spirometry. This certification supports the delivery of high-quality, standardised diagnostic spirometry across the NHS, ensuring that practitioners are equipped with the necessary competence for accurate assessment and reporting.

The success of this certification depends on the dedication of healthcare professionals who contribute to the assessment process. We deeply appreciate the commitment of all those who help maintain this standard.

This document outlines the policy for respiratory professionals interested in the ARTP spirometry certification programme including roles as portfolio markers and OSCE assessors. ARTP is committed to upholding transparency and integrity in the assessment process, collaborating with partners to ensure these standards are consistently met.

2. How many assessors are required?

The number of assessors needed will vary depending on registration levels. When additional assessors are required, ARTP will issue a call for applications through social media, the ARTP newsletter, and other channels. An up-to-date list of assessors, categorized by role and region, will be maintained on the ARTP website.

3. Who can be an assessor?

We encourage healthcare professionals from across the NHS to become assessors to bring diverse experience and expertise to the process. All assessors must complete a declaration of interest form upon acceptance and sign an agreement confirming they will not share the mark scheme with others.

ARTP does not provide or endorse any spirometry training. Assessors who are also spirometry training providers should declare this at the outset. If an assessor is assigned a portfolio or OSCE for a candidate they have trained, they must immediately inform ARTP administration, and the assignment will be allocated to a different assessor. Failure to do so will result in the assessor's removal from the assessment process.

4. How can I apply to be an assessor?

Healthcare professionals applying to become a spirometry assessor must meet the following requirements:

- Submit an up-to-date CV and cover letter explaining their motivation to join the assessment process and specifying whether they seek to become a portfolio assessor, OSCE assessor or both. They should also specify if they wish to assess adult, paediatric or both. This should be emailed to spirometry@artp.org.uk for this to be passed onto the Chair and Vice Chair of the Spirometry committee for review.
- Hold current ARTP spirometry certification, ARTP practitioner qualification or equivalent experience, evidenced by providing relevant certificates.
 - *Equivalent experience will be evaluated by the Chair and Vice-Chair of the Spirometry committee, recognising that various pathways have historically led to spirometry competency.*
- Provide evidence of ongoing involvement in performing, reporting, or teaching spirometry supported by relevant certification as necessary.

5. Becoming an OSCE assessor

The Objective Structured Clinical Examination (OSCE) is a practical assessment of a candidate's ability to perform spirometry in their own workplace. The process to become an OSCE assessor is as follows:

1. **Orientation:** Once accepted as a trainee assessor, you will receive an email with documentation and mark scheme. You should familiarise yourself with these materials.
2. **Observation:** Shadow an experienced assessor during three OSCE assessments. During these sessions, keep your camera off and microphone muted to avoid disrupting the candidate.
 - The experienced assessor will introduce you at the start clarifying that you are observing only and not involved in the assessment.
3. **Supervised practice:** Conduct five OSCE assessments under the supervision of an experienced OSCE assessor. The experienced assessor's camera and microphone will remain off unless they need to step in.
 - Begin by introducing the experienced assessor, specifying that they will stay muted and with camera off unless required.
4. **Independent Assessment:** Conduct OSCE assessments independently, seeking advice and support as needed.

6. Becoming a portfolio assessor

The Spirometry Portfolio is a comprehensive collection of evidence showcasing a candidate's ability to perform spirometry to ARTP standards. It includes assessments of spirometry-related tasks in the candidate's workplace and an understanding of common issues encountered during testing.

The steps to becoming a portfolio assessor are outlined below:

1. **Orientation:** Upon acceptance as a trainee assessor, you will receive an email with documentation and mark schemes. Review these materials thoroughly to familiarise yourself with the process.
2. **Initial Supervision:** You will be paired with an experienced assessor who will arrange an initial meeting (online or face to face according to practicalities and preference) to collaboratively review and mark the first portfolio. This session ensures familiarity with both the marking scheme and the portfolio platform.
3. **Supervised Marking:** You will then mark the next five portfolios, which will each also be reviewed by an experienced assessor. Feedback will be provided before the results are shared with the candidate.
 - The experienced assessor will confirm that all marking and feedback align with the established marking scheme.

4. **Independent Assessment:** If after double-marking five portfolios, the experienced assessor determines you are ready for independent assessment, you will be approved to assess portfolios independently. Assessors may still seek advice and support as needed.
 - If more training is required, up to another five can be double marked to provide additional feedback (ten double marked in total).
 - If after this point there are still concerns regarding your marking, you will be informed of this in writing, and given specific feedback as to what the concerns are. You will not be able to become an assessor but can reapply in twelve months' time.

7. Assessor resources and support

Assessors receive remuneration at a standard rate set by the ARTP Board for completed assessments. Expense claims should be submitted within two months following the assessment.

All assessors have access to the assessors' email group, a valuable platform for discussion and questions. Consistency in marking is crucial, and assessors are encouraged to engage actively in the forum. Any issues requiring a review of the assessment or marking scheme will be identified and passed on to the ARTP Spirometry Committee for discussion.

Quarterly assessor meetings are held to discuss updates to the certification process and clarify any issues raised by the assessors. Recordings from these meetings will be shared via the assessor's email group for those unable to attend.

8. Marking issues

To uphold the quality and integrity of the spirometry certification process, ARTP takes marking consistency very seriously. Anyone who identifies an inconsistency in assessment is encouraged to report it promptly so appropriate action can be taken. If an issue arises regarding the marking or assessment by an assessor, this will be reviewed by the Chair or Vice-Chair of the Spirometry Committee. The affected candidate will receive a response along with information on the ARTP complaints policy if necessary.

If the issue is found to stem from a systemic inconsistency in the certification marking process, all assessors will be informed of the Chair and/or Vice-Chair's response to prevent recurrence. Any required updates to the marking scheme will be implemented and shared with assessors.

If an error is attributed to an individual assessor, feedback will be provided to them and no further action will be taken at this stage. However, if a second incident arises relating to a marking error or

discrepancy a meeting will be held between the assessor and the Chair or Vice-Chair of the Spirometry Committee to discuss the concerns and address any questions from the assessor. A summary of the discussion and agreed action points will be sent to the assessor and a copy held on file by ARTP. The Chair or Vice-Chair will then double mark the assessor's next three assessments to ensure the feedback has been incorporated. If no further issues are observed, the assessor will continue to conduct assessments independently.

Should the same issue arise again in the future, the assessor will be removed from the assessment process and formally notified in writing.

9. External review

ARTP is committed to working closely with healthcare partners to ensure a fair and transparent assessment process.

Representatives from external partners, as agreed at joint meetings, will review a randomly selected set of portfolios every four months to evaluate the marking and adherence to the mark scheme. Any issues or concerns identified will be discussed at a joint meeting and any action required will be agreed upon. External reviewers will be required to sign a confidentiality declaration confirming that the mark scheme will not be disclosed to others.

Document Approval Table

Approved by:	Joanna Shakespeare
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