

Board of Directors (in Public) Item 2.2

Subject: Medical Revalidation Annual Report
Date of meeting: 30th January 2018
Prepared by: Fiona Ross, HRBP, Dr Raphael Perry, Medical Director
Presented by: Dr Raphael Perry, Medical Director

BAF Ref	Impact on BAF
1.1	None

1. Executive Summary

Revalidation continues to be a five year cycle leading to a recommendation to the GMC that a doctor is fit to practice and retain their medical licence. The first five year cycle has just completed. The Responsible Officer (RO) is the only individual who can make the recommendation for revalidation and relies on the following evidence;

- Evidence of regular satisfactory medical appraisal
- Peer and patient feedback at least once in any cycle
- No on-going disciplinary procedures or GMC sanctions

The trust has a robust medical appraisal system, an adequate number of trained appraisers and good culture of reflection on untoward events

The electronic online appraisal system, Allocate, enhances tracking of appraisals and ensures timely completion. Dr Tim Fairbairn has also been assigned Appraisal lead role and continues to monitor progress of completion.

2. Background

Medical Revalidation was launched in 2012 to strengthen the way that doctors are regulated, with the aim of improving the quality of care provided to patients, improving patient safety and increasing public trust and confidence in the medical system.

The first Revalidation cycle aimed to have all doctors through the appraisal for revalidation process in the first three years. Thus by the end of this time period, all doctors registered with the GMC will have undergone revalidation. Thus it is expected that, for the first cycle, approximately one third of all our doctors will revalidate each year.

Provider organisations have a statutory duty to support their Responsible Officers in discharging their duties under the Responsible Officer Regulations and it is expected that provider boards oversee compliance by:

- monitoring the frequency and quality of medical appraisals in their organisations;
- checking there are effective systems in place for monitoring the conduct and

performance of their doctors; confirming that feedback from patients is sought periodically so that their views can inform the appraisal and revalidation process for their doctors; and ensuring that appropriate pre-employment background checks (including pre-engagement for Locums) are carried out to ensure that medical practitioners have qualifications and experience appropriate to the work performed.

3. Revalidation Governance Arrangements

The Medical Director, Dr Raphael Perry is the Responsible Officer for the trust and has overall responsibility for the Governance processes and conduct of revalidation for Medical Staff at LHCH. The RO has undergone all the national required training requirements for the post, attends national annual update meetings and quarterly regional RO/appraisal lead meetings

The RO has undertaken the following training.

1. February 27 2014 RO Northern Conference Leeds
2. July 1 2014 Responding to concerns meeting Manchester
3. September 14 RO conference Leeds

The RO also attends three out of four quarterly Revalidation Team RO network meetings.

The RO underwent satisfactory annual appraisal as in November 2017 and has completed his own revalidation.

In 2013/14 the Deputy Medical Director took the role as appraisal lead, with the responsibility of ensuring all appraisals were completed on time and to a good standard. Now the appraisal lead performs this function liaising with the RO. The RO role is supported by the HR department (the interim Assistant HR business partner and a Business Support Coordinator) who also carry out the pre-employment checks. Previously the role was split with education but now is consolidated in HR. This reduces the likelihood of appraisal and revalidation data being missed and will allow databases for job planning to be linked.

Dr Tim Fairbairn has been appointed as the Trust's Appraisal lead and has undertaken appropriate training. He attends the quarterly regional Revalidation Team network meetings.

Revalidation Performance 2017

The GMC maintains a list of medical staff with a prescribed connection to the Trust on a the GMC connect website . The RO reviews this list weekly to ensure clinicians are on track to revalidate at the date set by the General Medical Council. Email warnings are given to all clinicians four months before the date of their revalidation. New, permanent medical staff are required to inform the GMC that the Trust is their designated body for the purposes of Revalidation.

All consultants and staff grades who were required to revalidate in 2017 complied with the requirements of revalidation within the expected time frame. There were no deferrals during this period. The deferral of doctors is allowed for up to twelve months if there are difficulties in assembling appropriate supporting evidence (recent starters) or periods of significant sick leave. No LHCH doctors have been deferred for poor compliance.

Policy and Guidance

The Trust has an approved Revalidation Policy. The governance and requirements of revalidation are evolving and growing. The policy was updated in January 2016 and passed through the relevant committees including the LNC, the next review date is January 2019.

Medical Appraisal

This is the cornerstone of the revalidation process, with annual appraisal now mandatory. Appraisal is conducted annually, using the GMC Medical Appraisal Guide. The appraisal window is from September to December and covers the previous financial year. The aim is for the majority of appraisals to be scheduled for September and October. A number of appraisals are undertaken outside of this window with most being completed by December.

The interval between April and June is the time required for the clinical audit department to generate the full raft of outcome data that is required as supporting evidence. An online database of medical appraisals is maintained by the RO, the appraisal lead and HR, any delays or missed appraisals are followed up to completion.

Completion of Medical Appraisals 2017

The Trust was the designated body for **84 consultants and 31 trust doctors** in 2016/17. The Trust also acts as the designated body for a palliative care doctor from the Marie Curie Hospice in Liverpool; a visiting professor from Australia and a consultant from Clatterbridge Oncology Centre. This consultant requested an external RO due to a conflict of interest. Deanery Trainees have the Deanery as their designated body and the postgraduate dean as their RO. The consultant has now reached agreement and has transferred his DB back to CCO.

At the end of the appraisal window **63 consultants and 2 trust doctors** had been appraised. Some of these were completed in the November to December 2017. Some merely require sign off with the main body of the appraisal completed. Extended timescales have been agreed for the completion of the process for the remaining individuals. Delays beyond January 2018 will result in the risk of disciplinary sanction by the Trust.

There have been two new consultant starters who have been appraised for the first time. One consultant has undertakings imposed by the GMC and is going through disciplinary procedures but has satisfactorily appraisal completed.

A database of non-Deanery trainees and appraisal dates has been established and is used to ensure this group all received an exit appraisal when employment ceases. Meaningful appraisal cannot be undertaken during their first six months and this group is frequently delayed. A very small proportion require revalidation during their time at LHCH. Work is being undertaken by the HR team to ensure the appropriate information is provided in order for the database to be used to its full potential. This remains on going.

The Trust completes the mandatory quarterly appraisal returns to the NHS North revalidation Team.

Appraisers and Training

The Trust has currently **34** trained medical appraisers all of whom have undergone training/refresher training since 2012. Further training will be organised as refresher training

each year. In addition, new clinical leads receive training soon after appointment. There is comprehensive cross specialty representation, with appraisal where possible done by an appraiser in the same specialty.

Quality Assurance of appraisals including Involvement in serious untoward events

All appraisals are reviewed for content and completeness by the Responsible Officer and the appraisal lead. The online Medical Appraisal Document now used by the Trust (Allocate) supports all aspects of whole practice appraisal in line with the National Revalidation Support Team. It includes the requirement for doctors to reflect on any complaints and to declare their involvement in investigations or serious untoward events.

In addition, should the RO in his capacity as MD, identify issues that he feels need to be discussed at an individual's appraisal. If this is the case then the appraisee and appraiser will be contacted, and following completion, the appraisal document will be reviewed to ensure this has occurred.

All consultants involved in investigations/disciplinary procedures have reflected appropriately in the 2016/17 appraisal document.

External quality assurance will be undertaken by MIAA, this will be undertaken in 2018.

Whole Practice Appraisal

Inclusion of non-NHS practice performed outside the Trust needs to be included in the appraisal. The requirement also includes a governance sign off from the Medical Director/RO or Appraisal lead of any hospitals where this practice occurs. Whilst these documents are generally received, there can be delays at these hospitals. Appraisal will not be undertaken without either the documents being received or a sign off that consultants are not engaging in external practice.

For the 2017 appraisal round, all relevant consultants were contacted for feedback on their appraisals and no issues were identified. In the future this will be formalised using a standard 360 form. The results will be reviewed by the appraisal lead on completion and feedback given to appraisers.

Access, Security and Confidentiality

Individual appraisal documents are shared between appraiser, appraisee and the Responsible Officer. All documentation is visible on the Allocate system with appropriate access only. Medical staff are fully aware of the requirement not to include patient identifiable data and this has not been an issue when documents have been reviewed.

The Trust software from Allocate will allow in depth scrutiny of appraisal data if required.

Clinical Governance

Good clinical governance is the foundation for Medical Appraisal and the Trust needs to ensure it has in place those processes required to ensure good medical practice.

As stated previously, the appraisal window for the Trust is September to December following the relevant financial year. The reason for this delay to September is the requirement for the

provision to medical staff of comprehensive, risk adjusted outcome measure to be included in the appraisal document.

The data available provides comprehensive assurance of the performance of the individual clinician and is more detailed than that required in a non-specialist Trust. As well as mortality, details of complication rates are also included.

Details of any complaints over the relevant time period are sent to all medical staff, as are multisource feedback from patients and peers. This information is included in the appraisal document.

Monitoring Performance

Whilst annual appraisal is an opportunity to review a doctor's performance, the Trust Governance systems allow closer scrutiny. Consultant risk adjusted mortality is reviewed six monthly by the Quality committee. Consultant specific complications are discussed openly at monthly audit meetings.

All deaths are scrutinised independently in the Trust. This is done by the Mortality Review Group that meets monthly. This focusses on system but also individual operator failures. Patterns of poor or unexpected performance are discussed with the Clinical lead and Medical Director if they become a concern to the Mortality Review group. Thus the Trust has routinely collected detailed information on consultant performance. A more robust MRG system with the emphasis on organisational learning is being developed.

In 2017 one consultant surgeon was placed on restricted practice for breach of the clinical effectiveness policy. This was managed in-house without the requirement for additional resource.

Referrals to the GMC

There were no GMC investigations in 2016/2017.

Recruitment and engagement background checks

Audit in 2012/3 demonstrated significant gaps in pre-employment checks. This process was rectified for the 2013/4 cycle and the system continues satisfactorily in 2016/17. 100% of appointed medical staff completed identity, GMC, DBS (or appropriate police check), Occupational Health and reference checks. No issues have arisen. At the commencement of employment, a document is sent to the doctor's previous Responsible Officer, asking for appraisal history and evidence of performance problems in the past. The response to these requests is generally poor nationally and is no different here, and has been raised as an issue at the RO national meeting.

4. Summary

There are no significant risks with the revalidation process within the Trust. The Trust implemented an online appraisal and revalidation system which improves the process, the systems are in line with the job planning software. This allows better tracking of the status of appraisal and easier access to supporting evidence

There have been no issues with the appraisal process for 2017 and also no issues with revalidation.

5. Recommendations

The Board is asked to accept this report as evidence that the Trust is compliant with the processes necessary for medical revalidation. The Trust is asked to note the attached Statement of Compliance for NHS England, confirming the above.