

DRAFT 12/4/13

**Minutes of the Meeting
Responsible Officers' Forum
Wednesday 10th April 2013, 2pm – 4pm, C3.18, Castle Buildings**

Present:

Dr Paddy Woods (Chair)
Dr Tony Stevens
Dr John Simpson
Dr Peter Flanagan
Dr Anne Kilgallen
Dr Joanne Murdock
Dr Keith Gardiner
Dr Helen Harbinson
Dr David Stewart
Professor Jack Crane
Dr Margaret O'Brien
Dr Carolyn Harper
Jacqui Swanson
Joanne Donnelly
Jane Lindsay
Irene Wilkinson

Apologies:

Dr Michael McBride
Mr Charlie Martyn
Mr Peter Ramsey-Baggs
Catherine McKeown
Dr D McManus

1. Welcome and apologies

Dr Woods welcomed all to the meeting including Jacqui Swanson attending in place of Catherine McKeown. He advised that Joanne Donnelly, GMC would join the meeting at 3.00pm. Apologies were noted.

2. Notes of the previous meeting held 16 January 2013

These were agreed.

3. Matters Arising

- **Information required by GMC re prescribed connections**

Jane said that GMC's information requirements in relation to lists of prescribed connections had been discussed at the meeting of the Revalidation Delivery Board held 14 March 2013. Alan Walker had agreed to clarify what information was required. No formal response had been received to date.

- **Revised appraisal documentation**

Jane advised that the appraisal documentation had been issued on 14 February and was now available on the Departmental website.

http://www.dhsspsni.gov.uk/index/hrd/pay_and_employment-medical_terms_conditions/pay_and_employment-appraisal_doctors_dentists.htm

An issue was raised regarding the need for timely responses in relation to revalidation queries from the GMCs Contact Centre. Dr Woods agreed to raise this issue to ensure an effective conduit for the RO to the GMC.

Action: Dr Woods

- **Guidance for Responsible Officers**

ROs had been asked to consider the latest draft of this Guidance and to forward comments to the Department for consideration. These were discussed and the following points made:

- Information sharing between the RO for NIMDTA and HSCT ROs will be required in respect of trainees to enable both parties to fulfil their statutory duties (paragraphs 71 and 73)
- Requirements in relation to referral of practitioners to the GMC were discussed. It was acknowledged that this referral may not always be made by the RO (paragraph 74) but by a medical director or their nominated deputy
- The importance of whole practice appraisal was discussed including the need to ensure flow of information across sectors to support this process. Concerns were expressed in relation to doctors who may work privately outside of any governance structure e.g. Consulting in their homes, and how the appraiser and ultimately the RO, can be assured of the quality of such practice. Dr Woods said that the onus was on the practitioner to provide evidence to satisfy the RO and if this was not provided there are a number of options the RO can pursue.
- Clarification was sought in relation to arrangements where a conflict of interest or appearance of bias is identified (paragraph 93)

All the above comments will be considered during the final drafting of the Guidance.

- **MHPS-**

comments received will be considered in subsequent revision

4. Information Sharing to Support Revalidation

Form CP 2a for GP Appraisal Revalidation Arrangements for Locum Doctors – Regional Contracting Arrangements update

Jane advised that Dr O'Brien had issued the letter included in the papers for today's meeting which highlights the need to share information for appraisal for those doctors on the PMPL who also practice in HSCTs. Dr Mannion (NHSCT) has drafted Guidance that may be helpful to share; Jane undertook to pursue this. The prescribed connections for those doctors who have retired from their substantive HSC post were discussed. Under the Regulations, these doctors no longer have a prescribed connection to their former HSC organisation unless they are contracted by the organisation. Information to this effect will be added to the RO Guidance.

Action: Jane to contact Dr Mannion and insert information re retired doctors in Guidance for Responsible Officers

5. Update from GMC

Joanne Donnelly, GMC Employment Liaison Advisor, tabled a paper which provided an update from the GMC.

A pack was also distributed to members containing the following guidance:

- The Medical Profession (Responsible Officers) Regulations (Northern Ireland) 2010;
- How doctors can meet the GMC's requirements for revalidation in the first cycle;
- Supporting information for appraisal and revalidation;
- Guidance on colleague and patient questionnaires;
- Instructions for administering GMC colleague and patient questionnaires;
- for doctors and employers – general questions on using questionnaires;
- FAQ for appraisers.

Members discussed the difficulty in garnering patient feedback for some groups such as anaesthetists; all were advised to refer to the GMCs guidance in this respect.

The licensing requirements for doctors undertaking medico- legal work were discussed. Joanne agreed to check with the GMC as to whether a licence was required.

Action Joanne Donnelly

6. Patient Feedback – covered under agenda item 5

7. Revalidation Implementation Issues - covered under Matters Arising and agenda items 4&5.

8 Date of Next meeting

The next meeting will be held, 23 May 2013, 2.00-4.00, C3.18.

8. There being no other business, Dr Woods thanked Joanne Donnelly for her attendance and all members for their participation.