

Responsible Officers Forum
Wednesday 5th December 2012
2:00pm, Room C3.18, Castle Buildings

Present:

Dr Paddy Woods Chair
Dr Peter Flanagan
Dr Tony Stevens
Mr Charlie Martyn
Dr Keith Gardner
Dr Helen Harbinson
Dr Kathryn Booth
Dr David Stewart
Professor Jack Crane
Dr Janet Little
Catherine McKeown
Jane Lindsay
Joyce Cairns
Ruth Hutchison

Apologies:

Dr D McManus
Dr Anne Kilgallen
Dr Michael McBride
Dr Margaret O'Brien
Dr Joanne Murdock
Dr John Simpson
Dr Carolyn Harper (Dr Janet Little representing)

1. Welcome and apologies

Dr Woods welcomed everyone to the meeting and apologies were noted.

2. Notes of previous meeting held on 2nd November 2012

These were agreed.

3. Matters Arising

Revalidation of Responsible Officers/Revalidation Checklist

These documents had been revised to incorporate amendments proposed at the previous meeting and to include a CEO statement confirming appraisal arrangements and an absence of concerns about the practice of their organisation's Responsible Officer.

Members indicated they were content with this final version of the paper and checklist.

4. Revalidation Implementation Update

Jane Lindsay referred to the commencement of the Licence to Practise regulations which introduced medical revalidation with effect from 3rd December 2012. Jane advised members to continue to refer to the DHSSPS Revalidation Implementation

Plan and advise the Department of any issues in respect of meeting the agreed timescales. The matter of managing lists of doctor-responsible officer prescribed connections had been raised at the previous meeting and Jane commented that Alan Walker (GMC) had undertaken to clarify the needs of the GMC in respect of the frequency of updating these lists with each organisation.

Dr Stevens said that he had found the GMC 'prescribed connections' guidance helpful in assisting doctors to determine their Designated Body.

Dr Flanagan enquired as to the status of the revisions being made to medical appraisal documentation and guidance. Dr Woods advised that the revised version had now been agreed by the BMA Joint Forum and will be issued officially by the Department presently. Dr Woods conveyed his thanks on behalf of the Programme to Dr Stephen Austin and Dr Michael Mannion for their considerable contribution to this piece of work.

A reminder was given that any other agencies (e.g. PHA, NIMDTA or QUB) wishing to revise appraisal documentation for their doctors should refer these amendments back to the Department through The Delivery Board in order that they may be agreed via similar processes.

ACTION POINT: Final agreed version of the appraisal documentation and guidance for HSC Trust Career Grade doctors will be issued to all medical directors and members were asked to ensure that any previous versions are deleted from organisational records.

5. Remediation

Dr Woods referred to the recently formed task finish group on which BMA, GPC, HSCB, Medical Director, HR Director, NCAS, NIMDTA are represented. This group will seek to clarify what is meant by *remediation* and *remedial action* in order to inform policy development; taking cognisance of the recommendations of *Trust, Assurance and Safety* that remediation should be 'proportionate and appropriate.'

Members of the Forum felt this would be helpful

The draft revision of Maintaining High Professional Standards is to be tabled at the N Ireland Revalidation Delivery Board on 19th December.

ACTION POINT: Trust Medical Directors will be asked to populate a short survey outlining the number of doctors in their organisations requiring remediation and the nature of the intervention/s required. Jane Lindsay will circulate by the end of December 2012.

6. Patient Colleague Feedback

Jane provided an update on the piloting which the HSC Leadership Centre is continuing across Trusts. This involves over 300 doctors in secondary care using colleague feedback questionnaires and over 130 testing patient feedback in both primary and secondary care.

7. AOB

Dr Woods advised members that the Confidence in Care Programme will close on 31st December 2012 and thanked Ruth Hutchison and Jane Lindsay for their work in support of the Programme.

The RO Forum will continue to meet throughout 2013 and the N Ireland Revalidation Delivery Board and Confidence in Care Programme Board until the end of first quarter 2013.

8. Date of next meeting

The next meeting is to be held on 16th January 2013 at 2pm.