

TRUST BOARD
16th December 2010

TITLE	Appointment of Responsible Officer
EXECUTIVE SUMMARY	From 1 st January 2011 all NHS Trusts and other designated bodies are legally required to have appointed a Responsible Officer in order to implement the requirements for Revalidation and Strengthened Medical Appraisal. The Board is asked to approve the appointment of Dr Mike Baxter, Medical Director, to the statutory role of Responsible Officer for Ashford & St. Peter's NHS Foundation Trust.
BOARD ASSURANCE (RISK)/ IMPLICATIONS	Approval will address Board Assurance Framework item 2.4: "Medical appraisal and job planning do not underpin revalidation requirements".
STAKEHOLDER/ PATIENT IMPACT AND VIEWS	The proposals regarding Revalidation and Strengthened Medical Appraisal have been and continue to be consulted upon widely at national level. Local consultation has also been undertaken with the Medical Staff Committee and Joint Local Negotiating Committee.
EQUALITY AND DIVERSITY ISSUES	None
LEGAL ISSUES	Meets The Medical Profession (Responsible Officers) Regulations 2010 due to come into force on 1st January 2011
The Trust Board is asked to:	Approve Dr Mike Baxter as Responsible Officer for the Trust
Submitted by:	Kate Clarke, Assistant Director of Workforce for Raj Bhamber, Director of Workforce & Organisational Development
Date:	8 th December 2010
Decision:	For Approval

**Trust Board
16 December 2010**

Appointment of Responsible Officer

Revalidation and Strengthened Medical Appraisal:

Revalidation is a new method of regulating the medical profession, proposed by the General Medical Council, the purpose of which is to assure patients and the public, employers and other healthcare professionals that licensed doctors are up to date and are practising to the appropriate professional standards. It is due to be implemented in 2012.

The three core components of revalidation are to improve:

Patient safety	by ensuring that doctors are maintaining and further raising professional standards
Effectiveness of care	by supporting a professional ethos to improve further the effectiveness of clinical care
Patient experience	by ensuring that patients' views are integral to evaluations of a doctor's fitness to practise

Strengthened Medical Appraisal builds on the success of existing appraisal for doctors. It lies at the centre of revalidation and ensures a consistent approach to revalidation for all doctors, regardless of where they may work.

Strengthened Appraisal will identify doctors who are struggling to provide the supporting information that is needed to demonstrate achievement of generic and specialist standards, and will assist those doctors in identifying support and developmental needs at an early stage, before there is any question of concerns about patient safety.

In the proposals the vast majority of practising doctors in the UK will need to relate to a Responsible Officer nominated or appointed by an appropriate healthcare organisation.

The Responsible Officer will make a recommendation to the GMC on a doctor's revalidation, based on clear and unambiguous statements from appraisers and reliable information from clinical governance systems.

Responsibilities of the Responsible Officer:

From 1st January 2011 all NHS Trusts and other designated bodies are legally required to have appointed a Responsible Officer, whose duties will be:

- To provide the mechanism to facilitate the revalidation of doctors
- To make recommendations to the GMC about the fitness to practise of doctors employed by the Trust
- To maintain secure records of doctors' fitness to practise evaluations, including appraisals and any other investigations or assessments
- To ensure that the doctors employed by the Trust take part in annual appraisals

- To establish and implement procedures to investigate concerns about a doctor's fitness to practise raised by patients or staff of the trust or arising from another source, in line with Maintaining High Professional Standards in the NHS
- Where appropriate, to refer concerns about a doctor to the General Medical Council
- Where a doctor employed by the Trust is subject to conditions imposed by or undertakings agreed with the GMC, to monitor compliance with those conditions
- To liaise with the relevant Deanery on issues concerning the revalidation of doctors in training
- To ensure there is an integrated system for monitoring doctors' performance, recognising good practice and encouraging and supporting development and learning that is closely linked with the Trust's clinical governance structures and processes
- To ensure that effective systems, processes and training for doctors' appraisal are in place
- To ensure appropriate action is taken to work with doctors to remedy identified areas of weakness in doctors' performance
- To ensure doctors have qualifications and experience appropriate to the work to be performed and that appropriate references are obtained and checked
- To ensure doctors' performance and conduct is monitored
- To ensure that appropriate timely action is taken when concerns about doctors' performance or conduct are identified, including reporting matters to the Deanery when appropriate

Requirements of the Postholder:

- The Responsible Officer must be a doctor in the consultant grade and:
- The person must at the time of appointment, have been a medical practitioner throughout the previous 5 years and for this purpose 'medical practitioner' means a person who is fully registered under the Act
- The Responsible Officer must continue to be a doctor in order to remain as a Responsible Officer

Recommendation:

The Board is asked to approve the appointment of Dr Mike Baxter, Medical Director, to the statutory role of Responsible Officer for Ashford & St. Peter's NHS Foundation Trust. Dr Baxter will delegate responsibility for the operational implementation of medical revalidation and appraisal to the Deputy Medical Director, Dr David Fluck.

**Kate Clarke, Assistant Director of Workforce
for Raj Bhamber, Director of Workforce & Organisational Development
8th December 2010**