Appendix 1

Medical Appraisal & Revalidation - Next Steps

Task	Responsibility/Provider	Resource Implications	Time														
			Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12
Write Medical Appraisal Policy	DMD			Complete													
Submit Medical Appraisal Policy to HEC	DMD																
Write Remediation Policy	DMD																
Submit Remediation Policy to HEC	DMD																
Implement remediation policy	MD/RO	Cost unknown. Will include re-training and backfill arrangements															
Appoint Appraisal Lead	RO																
Advertise for Medical Appraisers	Centre Chiefs																
Appoint Medical Appraisers	Centre Chiefs/DMD																
Train Medical Appraisers & Appraisees	SHA/Equiniti 360	£10k in 2011/12															
Establish & Maintain Register of all 'Prescribed Practitioners' with Appraisal Anniversaries	Training Dept/Equiniti 360	£5k set up fee. £54k annual licence. (Discount available for early adoptors)															
Ensure that all consultant and career grade doctors have undergone appraisal within the last appraisal year,	Centre Chiefs/Training Dept																
Agree documentation/software to be used for appraisal process within SaTH. Equiniti 360 Clinical	DMD/RO/Equiniti 360 Clinical																
Agree clinical performance indicators for each speciality group	Centre Chiefs/Clinical Leads																
Establish process for collecting and distributing appropriate data for each consultant and career grade doctor. Appoint data analyst, band 5/6	RO/DMD Dr Foster Clinical Benchmarking Tool Data Analyst	£14k annual licence £5k office equipment. Annual salary £30k															
outcome data	All doctors with prescribed connection																
Obtain and implement 360 appraisal system	Equiniti 360 Clinical																
Agree & implement system for MSF - patients and colleagues	Equiniti 360 Clinical																
Commence MSF - patients and colleagues	Equiniti 360 Clinical																
Commence Strengthened Appraisal	Appraisers	Appraiser Time - 1xSPA															
Commence Revalidation Recommendadtions to GMC	RO																
Prepare exception Reports re missed/late appraisals	RO/Appraisal Lead	Appraisal Lead Time															
Conduct performance reviews with appraisers	RO/Appraisal Lead	Appraisal Lead Time															