

 GIG CYMRU NHS WALES	Iechyd Cyhoeddus Cymru Public Health Wales	Name of Meeting Quality, Safety and Improvement Committee Date of Meeting 16 June 2021 Agenda item: 5
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Medical Revalidation and Job Planning				
Executive lead:	Dr Fu-Meng Khaw, Executive Medical Director			
Author:	Dr Eleri Davies, Assistant Medical Director			
Approval/Scrutiny route:	Dr Fu-Meng Khaw, Executive Medical Director			
Purpose				
To provide an update to the Quality, Safety and Improvement Committee on the current progress of medical and dental appraisal, revalidation and job planning arrangements.				
Recommendation:				
APPROVE <input type="checkbox"/>	CONSIDER <input type="checkbox"/>	RECOMMEND <input type="checkbox"/>	ADOPT <input type="checkbox"/>	ASSURANCE <input checked="" type="checkbox"/>
The Committee is asked to: <ul style="list-style-type: none"> • Receive assurance that processes are in place to support our medical and dental workforce to undertake job planning and appraisal as required by the Medical and Dental contract. 				

1. Purpose / situation

To provide an update to the Committee on the current progress of medical and dental appraisal, revalidation and job planning arrangements.

2. Background

Under the terms of the Medical and Dental contract NHS Wales 2004, Consultants are required to undertake job planning discussions and agree a job plan to describe the whole of their practice. This must be done on an annual basis and when there are any significant changes to the work patterns / workload. During the COVID-19 pandemic response there has been little time for colleagues to undertake these job planning meetings, but a significant number of staff have had significant changes to their working arrangements during the pandemic and as there is now a degree of "returning to normal working" happening, there is a need for the process of job planning to be re-established.

During the pandemic, the General Medical Council (GMC) paused the appraisal / revalidation process. Those who were due to revalidate between March 2020 and April 2021 had their revalidation dates moved on by 1 year and an "approved missed appraisal" was allowed to be documented for the year if required. From 1st April 2021 there has been a return to appraisals and the process of recommendations for revalidation has also re-started.

3. Description/Assessment

Job Planning:

- In my last communication as Interim Medical Director I advised that "Colleagues on the Medical and Dental contract should review their job plans with their line managers to ensure that the job plan accurately reflects the work that they are doing. The focus of these job plan conversations should be on well-being and return to more normal working hours. For those staff moving back from re-deployment there may be issues of re-training / re-acclimatising that need to be raised and discussed with your managers." The training slide pack used pre-COVID and the form for documenting the job plan was also circulated. It is hoped that with colleagues from the JMDNC that training in job planning can re-commence in the Autumn.
- In my role as Assistant Medical Director for job planning and Medical Engagement returned to from 1st June 2021, I am supporting colleagues with their job planning meetings / plans.

Appraisal and Revalidation:

- From 1st April 2021 the GMC has indicated that appraisals need to return – colleagues have been advised of this and supported to document “approved missed appraisals” for 2020/21 and to move forward with their next appraisals this year.
 - Approved Missed Appraisals documented to date: 20
- 11 recommendations for revalidation have been made with 2 deferrals due to insufficient evidence available to make the recommendation at this time. This reflects the impact of COVID in terms of being able to undertake key pieces of evidence such as the Orbit 360 colleague survey and personal circumstances.
- A further 15 doctors are “under notice” and due to revalidate before the end of this year.

Challenges and Transitions:

- The COVID-19 pandemic response continues to consume a large amount of our staff work plans. Ensuring that appraisals happen requires the availability of appraisers and appraisees to both prepare for the appraisal – collect and document information – read the documentation; have the appraisal meeting and complete the summary. In addition to appraisers and appraisees being involved in the COVID-19 response we also have significant retirements from the pool of appraisers available.
- We welcome Dr Fu-Meng Khaw into the Medical Director role from 1st June, therefore there is a period of transition / handover as we go through the next 6 months.

4. Recommendation

The COVID-19 pandemic response has disrupted the processes of job planning, appraisal and revalidation across the NHS in Wales. We are now from 1st April 2021 required to re-commence appraisals and revalidation recommendations as well as re-engaging with the job planning processes as we start to return to normal working.

The Committee is asked to:

- **Receive assurance** that processes are in place to support our medical and dental workforce to undertake job planning and appraisal as required by the Medical and Dental contract. Also to

note that 11 recommendations for revalidation and 2 deferrals have been made since 1st April 2021 for PHW medical colleagues.