

SMART Objectives

Action Plan- Medical Appraisal and Revalidation

RAG	Independent Verification Visit Actions	Board report Actions:	AOA Comparator Actions	Quality Assurance of Appraisals	Polices and Guidance Documents	Completed (Y/N)	Evidence (Y/N)	RAG
In Progress After Completion Date	0	2	5	1	0	0	0	
Completed Without Evidence	1	0	0	0	0	3	0	
Within Time Frame or Completed With Evidence	0	0	6	0	0	0	0	
	0	0	0	0	0	0	0	
	1	2	14					

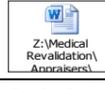
Independent Verification Visit Actions

NHS England Independent Verification Visit Actions:						Completed (Y/N)	Evidence (Y/N)	RAG
Ref	Action	Reason/ Source	Responsibility	By When	Update on progress/ status			
A1	Implementation of a Responding to Concerns policy	NHS Independent Verification visit action detailed in report	Appraisal and Revalidation Manager	31/07/2016	Trust currently has a Responding to concerns policy however it needed to be updated to link into the Remediation policy - Updated version has been produced in line with comments from NHS England awaiting feedback from HRBP before being published	Y	N	
A2	Undertake a review of the Remediation policy	NHS Independent Verification visit action detailed in report	Appraisal and Revalidation Manager and HRBP	31/07/2016	A review of the policy has been undertaken and amendments made however awaiting comments from HRBP before being published	Y	N	
A3	Implement a robust Quality Assurance process in addition to the review process undertaken at revalidation	NHS Independent Verification visit action detailed in report	Revalidation Team/RO	31/07/2016	New QA process has been introduced and in place since April 2016. New QA Sheet has been introduced with introduction of Appraiser attendance to Recommendation panels. The Trust now undertake bi weekly panel meetings to review 3 appraisals to ensure consistency and quality as per NHS England/GMC guidance. This process is based on factors such as poor appraiser feedback, poor previous appraisals and issues highlighted by appraisers. 	Y	Y	
A4	Implement HPAN checks a pre-employment	NHS Independent Verification visit action detailed in report	Recruitment Team/Niki Butler	31/07/2016	Niki Butler - Head of Workforce Planning and Recruitment confirmed that all of the Recruitment team use the HPAN website as part of the recruitment checks process and are also prompted by and recorded in TRAC for audit purposes	Y	Y	
A5	Introduce one to one feedback to appraisers	NHS Independent Verification visit action detailed in report	Lead Appraiser/RO	31/03/2017	This has been discussed as part of our new Lead Appraiser appointment. We are currently looking a processes that are using this model of 1:1 feedback with appraisers in our Essex Network and will be implementing this by March 2017	N	N	
A6	Introduction of the RO checklist at the Revalidation Recommendation Panel	NHS Independent Verification visit recommendation detailed in report	Appraisal and Revalidation Manager	01/04/2016	As per guidance from NHS England we introduced a RO checklist at the Revalidation Recommendation Panel meetings. This checklist allows us to minute the discussions on the areas included in the portfolio and document the decision made on the appraisals we are reviewing. 	Y	Y	
A7	Move ahead with the planned personnel and directorate changes to support the Medical Directors office and appraisal and revalidation.	NHS Independent Verification visit recommendation detailed in report	Namdi Ngoka/Neil Rothnie	31/03/2017	This recommendation is still under discussion due to complexities of moving the revalidation team from HR under the Medical Directorate. This also forms part of the request to review the adequate staffing levels of the current team.	N	N	
Signed Off?						N		

Board report Actions:

Board report Actions:						Completed (Y/N)	Evidence (Y/N)	RAG
Ref	Action	Reason/ Source	Responsibility	By When	Update on progress/ status			
B1	Officially appoint/secure funding for our Lead Appraiser to support the RO with the Appraisal and Revalidation processes at SUHFT	NHS England guidance - Forms part of the assurance to in our AOA submission	Appraisal and Revalidation Manager/RO	31/08/2016	Lead Appraiser job description written and approved by RO. Contacted our neighbouring Trust to confirm what lead appraiser payments were being paid and were advised it would be 1PA based on the number of doctors at SUHFT.	N	N	
Signed Off?						N		

AOA Comparator Actions

AOA Comparator Actions						Completed (Y/N)	Evidence (Y/N)	RAG
Ref	Action	Reason/ Source	Responsibility	By When	Update on progress/ status			
C1	Invite appraisers to attend recommendations panel meetings	Part of QA process	Revalidation Team	01/08/2016	Invitations have been sent to all appraisers with dates for the appraisal year. At present the revalidation team are keeping a log of all attendance to the meeting to enable feedback to our appraisers at the end of the year.	Y	Y	
C2	Set up and run Appraiser workshops	Annual Appraisal figures - AoA	Revalidation Team/RO/Lead Appraiser	30/09/2016	Format and Venue to be decided. Communication to be sent out and advertised on Friday roundup to encourage attendance. Will book looking to target our Temporary or short term contract holders due to the shortfall in AoA comparator figures 	N	Y	
C3	Central allocation of Appraisers to Appraisees for 2016/2017 appraisal period - Process guides to be drawn up and communication sent out	NHS England Guidance - National Drive	Revalidation Team/RO	01/04/2016	All Trust Post Drs have been allocated an appraiser for 2016/17. All allocations have been made as per feedback from Appraisers within their specialities. Appeals process also implemented to support any opposition to an allocation.	Y	Y	
Signed Off?						N		

Quality Assurance of Appraisals

Quality Assurance of Appraisals						Completed (Y/N)	Evidence (Y/N)	RAG
Ref	Action	Reason/ Source	Responsibility	By When	Update on progress/ status			
D1	Appraiser Top up Training	NHS England Framework of Quality Assurance	Revalidation Team/ RO	01/12/2016	All appraisers have regular dates of appraiser top up training held both at London with MIAD and at our neighbouring Trusts.	Y	Y	
D2	Appointment of additional appraisers due to reduced numbers.	NHS England Framework of Quality Assurance	Revalidation Team/ RO	12/11/2015	Nomination emails sent to all directorate and funding secured. 8 New appraisers have been successfully appointed and trained.	Y	Y	
D3	Introduce Appraiser Forums	NHS England Framework of Quality Assurance	Revalidation Team/ RO	30/03/2015	Forums in place with terms of reference and agenda set - meetings take place on a bi-monthly basis with RO as chair	Y	Y	
D4	Introduction of Appraiser feedback report - New feedback report for appraisers to be launched in November 2015 -this will include comparative figures on reopened appraisals, attendance at appraiser training and feedback from appraisees.	NHS England Framework of Quality Assurance	Revalidation Team/ RO	01/11/2015	New appraiser feedback function on Zircadian switched on and mandatory for all appraisees to provide feedback - Reports now available for each appraiser - Report now include details of training attended, forums attended and Figures of re-opened appraisals	Y	Y	
D5	Launch of reflective template for Annual Educational Appraisal as part of the HEE of E Framework for Clinical and Educational Supervisors.	HEE of E Framework for Clinical and Educational Supervisors.	Revalidation Team/ RO/Katie Palmer/	01/04/2016	Guidance and process arranged with Katie Palmer -New document available to all clinical/education supervisors and communication has gone out to all staff regarding the new process. 	Y	Y	
D6	Introduction of Positive Recommendation letter	Appraiser feedback	Appraisal and Revalidation Manager/RO	01/08/2015	Letter now introduced and sent after RO has made positive recommendation - Feedback from staff has been positive on new process.	Y	Y	
Signed Off?						N		

Polices and Guidance Documents

Polices and Guidance Documents						Completed (Y/N)	Evidence (Y/N)	RAG
Ref	Action	Reason/ Source	Responsibility	By When	Update on progress/ status			
E2	Review and amend 'Producing a quality appraisal guide'	Changes in processes, Zircadian changes, contact changes.	Appraisal and Revalidation Manager	01/12/2016	Areas for changes to be made outlined. Discussed in Appraiser forums - Requested suggestions by Appraisers.	N	N	
E3	Introduction of '3 minute guide to appraisals'	Suggestion from Appraisees/AMD	Appraisal and Revalidation Manager	30/09/2016	Document produced. Launch date 19/09/2016 	N	Y	
Signed Off?						N		

