



JOB DESCRIPTION

SOCIETY OF OCCUPATIONAL MEDICINE QUALITY ASSURED APPRAISAL SCHEME (SOM QAAS)

Job title	SOM QAAS Clinical appraisal lead
Responsible to	Chief Executive
Accountable to	Society of Occupational Medicine Board (routinely via CEO)
Responsible for	Clinical leadership of the SOM QAAS. Ensuring the quality of appraisals delivered. Implementation and review as required of SOM QAAS policy to meet GMC requirements, and to meet standards agreed with the RO of each designated body who have contracted SOM QAAS for appraisal services
Rate	£100 per hour
Typical Hours:	The post will be remunerated on a sessional basis, based on 1 day per month

Job purpose/summary

The role is to provide leadership and support to the SOM QAAS medical appraiser workforce, coordinating guidance, educational and benchmarking opportunities and performance review of the SOM QAAS medical appraisers. Working closely with the relevant SOM staff lead, the FOM revalidation team (as the designated body that most SOM QAAS appraisals are undertaken for), other designated bodies that use SOM QAAS appraisals and ISO 9001 independent quality assurers, the post holder will promote, support and facilitate the implementation of appraisal policies and processes in accordance with GMC guidance and national guidance that applies to the designated bodies for whom SOMQAAS provides appraisal (e.g. that provided by NHS England in the case of FOM and the GMC), and ensure a robust quality assurance process is implemented for medical appraisals.

Key job specific responsibilities

Clinical leadership and oversight (in support of the SOM appraisal and membership co-ordinator) of the delivery of quality assured appraisals meeting GMC requirements, including, but not exclusive to:

- Promoting excellence in medical appraisal to support revalidation and continuous quality improvement in practice and the professional development of doctors.
- Ensuring appraisals meet the standards agreed with the Responsible Officers of designated bodies who have contracted SOM QAAS to deliver appraisals
- Recruiting and selecting medical appraisers (assisted by the appraisal manager).
- Liaison with the SOM dedicated trainer to deliver competency based appraiser training at events organised by the SOM appraisal and membership co-ordinator.
- Supporting new appraisers through a probationary period, which will routinely include the first three appraisals, and providing feedback on their performance.
- Working with senior appraisers to monitor performance of existing appraisers, ensuring that appraisals add value to the doctor's development and are conducted in line with GMC requirements and SOM QAAS policy, and that feedback is provided to each appraiser at least annually.
- Promoting and supporting the continuing professional development (CPD) of medical appraisers, and continuous quality improvement in this aspect of their practice.
- Promoting the benchmarking of professional judgements between medical appraisers through the provision of resources and opportunities to learn with and from others, e.g. through appraiser network events nationally or in SOM regions.
- Supporting and facilitating appraiser network meetings across the SOM regions, directly or indirectly through those acting (voluntarily) as local appraisal leads.
- Answering queries on appraisal and revalidation from doctors and appraisers.
- Supporting the responsible officer (RO) in each designated body for which appraisals are provided by ensuring that the outputs of SOM QAAS appraisals provide the supporting information as set out by the GMC that is needed to enable revalidation recommendations to be made by the RO for the appraised doctor's designated body.
- Supporting the relevant SOM staff lead in ensuring appraisals are carried out within the timelines stipulated in NHS England policy (usually within 9 to 15 months of the last appraisal, unless another arrangement has been agreed with the doctor's RO).
- Producing and promoting appropriate evaluation, reports and summaries, including the outcome of assurance of appraisals and the process, to SOM Council twice yearly
- Dealing with significant events and complaints, with the SOM membership and operations manager.
- Keeping abreast of national developments in appraisal and revalidation by attending appraisal lead meetings (expected to attend three per year in any part of the UK).
- Representing the SOM QAAS appraisal team as required at regional and national initiatives relating to the development and implementation of high quality appraisal.
- Liaising with medical educators and their networks as required on issues relating to continuing professional development (CPD) for doctors being appraised.
- Ensuring compliance with all confidentiality and governance requirements.
- Working at all times to promote equality and reduce inequalities, promote the health, safety and well-being of all staff, doctors and appraisers

Key accountabilities

The clinical appraisal lead will be accountable to the SOM Board (routinely via the Hon Secretary).

Communications and key working relationships

- SOM staff lead
- SOM Chief Executive.
- Hon Secretary, SOM Board.
- Responsible officer of each designated body that contract SOMQAAS for appraisals.
- Senior appraisers (through a regional network of senior appraisals).
- Appraisers.
- Doctors being appraised.
- Key stakeholders (e.g. GMC, Academy of Medical Royal Colleges).

Training and performance review

The clinical appraisal lead will be required to be a trained and experienced appraiser, and to maintain their knowledge and skills through appraisal lead meetings arranged under NHS England or other suitable arrangements (3 meetings each year, in any part of the UK). The clinical appraisal lead will be required to undertake training and performance review appropriate to the role, including, but not restricted to, health and safety, equality and diversity and information governance training.

The Hon Secretary will provide an annual performance review for the appraisal lead (which may be used for their own professional appraisal)

This job description and person specification are an outline of the tasks, responsibility and outcomes required of the role. The appraisal lead will carry out any other duties that may reasonably be required by the Board or Chief Executive.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the SOM and any changes in GMC requirements. The length of the appointment will be a three year term, which is renewable.

Clinical Appraisal Lead Person specification

Core elements of a person specification for clinical appraisal lead

No distinction has been made between 'essential' and 'desirable' as the importance of each of these qualities should be determined by the local appraisal and revalidation team (FOM/SOM) needs.

Qualifications

Registered with the GMC and with a current licence to practise
GMC Accredited Specialist in Occupational Medicine

Experience

Trained and experienced SOM medical appraiser

Experience of applying principles of quality improvement

Knowledge

- Knowledge of the role and responsibilities of SOM appraiser and clinical appraisal lead
- Knowledge of the purpose and process of medical appraisal, and in particular the requirement that appraisal covers the full scope of a doctor's practice (which for example in the context of SOM QAAS may include occupational medicine, general practice and leadership and management responsibilities)
- Knowledge of the purpose and principles of revalidation
- Knowledge of responsibilities of doctors as described in *Good Medical Practice*
- Knowledge of the *GMC Framework for medical appraisal and revalidation* and the *GMC supporting information for appraisal and revalidation*
- Knowledge of principles of clinical governance, evidence based medicine and clinical effectiveness
- Understanding and application of principles of equality and diversity
- Understanding and application of principles of information governance
- Knowledge of Academy of Medical Royal Colleges and relevant specialty specific (for example FOM, RCGP and FMLM) advice and suggestions on continuing professional development and quality improvement activities relating to occupational medicine, and all other aspects of a doctor's scope of practice

TERMS OF ENGAGEMENT

- The appraisal lead will be employed on a sessional (self-employed) basis.
- The appraisal lead will invoice on a monthly basis detailing hours worked. Payment will be made by BACS.
- As the appraisal lead is engaged on a self-employed, sessional basis they are responsible for payment of tax and national insurance contributions in respect of payment received.
- As the appraisal lead is engaged on a self-employed sessional basis there is no entitlement to paid holidays, sick pay or any other form of leave, paid or otherwise.
- Travel and other necessary expenses incurred in travelling to meetings and carrying out the role will be reimbursed in accordance with SOM travel and expenses policy.
- The appraiser will be indemnified by SOM for the administrative aspects of their work on behalf of the SOM in this respect; however they should ensure that they have medical indemnity cover, and must confirm with their medical indemnity organisation that they are indemnified for this aspect of their medical practice

6th March 2018 Reviewed by Nick Pahl