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## ABMU Revalidation QA Review – February 2018

### Action Plan Progress

Area	Action/s to be taken	Timeframe	Comments	Outcome/Progress
7a	Support for secondary appraisers locally will be addressed following the appointment of Appraisal Leads (ALs) within each Unit which will address the issues identified.  The tariff for appraisers will be added to the appraiser job description.	June/July 2018	Appraisal Leads have been appointed in 3 Units (MH&LD, POW and NPT) and in the process of appointing within the remaining 2 Units (SH and MH). Appraisal & Revalidation Team will have close links with ALs.  Amended JD will be taken to next Medical Workforce Board.	Completed          Completed
7b	ALs will undertake quality assurance (QA) of appraisals for the appraisers linked to their Unit. New appraisers identified will receive support from ALs.	Ongoing	Plan to have local QAs of appraisal summaries twice a year with ALs.	ALs notified of new appraisers to support and review first 2 appraisals completed for QA.  Meeting planned to discuss QA process with ALs Feb 2019. <b>Meeting held with ALs in July 2019. In house QA Assurance session planned for 3 September 2019 with ALs.</b>
8	The Appraisal and Revalidation Team posts will be re-advertised as permanent posts.	October 2018	This is currently being addressed and the posts will be re-advertised in the summer prior to the fixed term contracts end date.	Completed
9	Develop links with governance teams/departments to feed information into revalidation and develop processes.	August 2018	Meeting arranged with Head of Patient Experience, Risk & Legal Services, Patient Experience, Legal & Risk Service to improve information flows.	Emailed Hazel Lloyd for update (22.01.19).  <i>Updated Feb 2019</i> Deputy RO requested Hazel Lloyd devise template letter for every case that has a breach of duty and to be



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				<p>signed by the Deputy MD/RO. All breaches/lessons to be collated as a themed report (?).</p> <p>11.06.19 requested update from Hazel Lloyd. 06.08.19 requested further update.</p>
10	Develop links with Patient Experience Team to highlight information available to doctors and develop processes.	September 2018	Identify how to utilise data from completed Friends and Family feedback questionnaires (information collated by Patient Experience Team).	<p>Discussed possibilities but due to workload this has not been undertaken (22.01.19). Will need to follow-up. 11.06.19 Due to workload and pressures within both teams this exercise has not been progressed.</p> <p>Following further discussion with the Patient Experience Team the feedback received from patients/family we will undertake a snapshot exercise for approx. 5 doctors due for annual appraisal during Oct-Dec 2019 to identify whether this information could link in with annual appraisal. Feedback reports are sent to Ward Managers on a weekly basis.</p>
11	Review appraisers annually with ALs to ensure that appraisers are active.	October 2018/ ongoing	Undertake appraiser cleansing exercise with Appraisal Leads.	<p>In the process of undertaking a review of appraisers for 2018.</p> <p>Completed</p>



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12	Highlight different dashboards and information available to all appraisees – update Appraisal and Revalidation website with additional information/links	September 2018	Communicate with appraisees to highlight where information can be accessed (partially addressed in 9).	Partially completed – ongoing  Sharepoint website still in development – set deadline for September 2019. <b>Delayed due to staffing vacancies.</b>
13	Engage with ALs to analyse constraints reports to feedback into each Unit and develop process to feedback outcomes via appraisers	December 2018/ Ongoing	Develop feedback process of constraints with Appraisal Leads and highlight outcomes in newsletter.	Meeting planned in February 2019 to discuss with ALs.  Further meeting planned July 2019. <b>Following. Agreed to share constraints report with UMDs and ALs. ALs to feedback to their appraisers.</b>