

PROJECT INITIATION DOCUMENT (PID)

1.0 Purpose of this document

The purpose of this Project Initiation Document (PID) is to define the Physician Associate Appraisal project, outline the basis for its management, the work involved and for the assessment of its overall success.

1.1 Introduction

At Swansea Bay University Health Board (SBUHB) there are 25 Physician Associates (PA). The General Medical Council (GMC) plans to commence the Appraisal and Revalidation process for the PA's from 2024. Once the GMC regulation commences, all PA's will be expected to join the register. There will be a transitional period before it becomes an offence to practise as a PA without being registered with the GMC.

The project will oversee the adoption of the Medical Appraisal and Revalidation System Wales (MARS) for PA appraisals before the GMC regulation commences. This is on a pilot basis and will identify the feasibility of rolling out the MARS for PA appraisals at an all Wales level.

1.2 Background

In 2019, the General Medical Council was asked to regulate Physician Associates but could not proceed due to the pandemic. GMC has recently communicated plans to commence the process from 2024. However, there is lack of clarity on the regulatory process by the GMC for PAs, as it has only undertaken this for doctors alone so far.

Health Education and Improvement Wales (HEIW) hosts the MARS portal and has experience in overseeing the appraisal and revalidation process for Doctors in Wales. The project will adopt a similar process for PA's and will be based on regulatory framework from the GMC which will be proportionate, reflecting the size of the profession, their roles and responsibilities.

1.3 Objectives

The project will facilitate PA's to undertake appraisals with existing HB appraisers, and this will be undertaken via the MARS portal. The project aims to ensure that all the PA's within the HB have completed their appraisal over a 12 month period.

1.4 Project Ownership

The project will be led by the Deputy Medical Director and supported by the SBUHB Appraisal and Revalidation team, Medical Education team along with the Revalidation team from HEIW.

2.0 Project Scope

2.1 Scope

The scope of the project is to achieve appraisal for all the PA's (both Primary and secondary care) within the HB over the next 12 months. This is a pilot project and will help the PA's, the HB and HEIW to establish the process for appraisals when the PA's are regulated by the GMC from late 2024.

The project will not cover Anaesthetic associates.

2.2 Constraints

There are no budgetary constraints for this project. The execution of this project depends on availability of the current appraisers within the HB to undertake the appraisals, as they will be taking this on in addition to the appraisals they already do.

2.3 Assumptions

The project will increase the service demands on the Revalidation and Appraisal team and current appraisers within the HB.

2.4 Interfaces

The HB's plan is to increase the number of PA's employed across the organisation. The PA appraisal process is not new as the HB is already undertaking appraisal via the MARS portal with trained appraisers for Doctors.

2.5 Dependencies

The project does not have any dependencies as it will be using an existing appraisal model for the PA's.

3.0 Project Organisation Structure

3.1 Project Lead and Project Manager

The project will be led by the Deputy Medical Director. The Project Manager will be the Appraisal and Revalidation Manager. The Project Lead will ensure the project meets its objectives, and delivers the projected benefits. The Project Manager will be responsible for the day-to-day management of the project.

4.0 Governance

The project will be governed by the project board and will be reporting to the PA steering group and Medical Workforce board on a bi-monthly basis. Any changes to the project will be brought to the project board. Risks will be identified, monitored and mitigated by the project board.

5.0 Communications

Stakeholder's have been mapped and identified. The Project Lead and the Project Manager has met the stakeholders, and have communicated the plans about the project. This will be reiterated at the Project Board meeting.

6.0 Project Deliverables

The project deliverables are:

- a) Appraise all PA's within 12 months commencing from July 2023.
- b) Appraisals to be held in the MARS portal.
- c) PA's are informed and familiar with the appraisal process so they are ready to commence with the GMC regulation in 2024.

6.1 Key milestones

The key milestones will be:

- i. PA appraisal to have a separate section on MARS – HEIW; July 2023.
- ii. Identify and contact all the PA's within the HB; undertake a training session on appraisals for PA's – July 2023; Project Lead and Project Manager/ HEIW/Medical Education department.
- iii. Identify Appraisers for the PA's – July 2023; Project Manager
- iv. Match an Appraiser with the PA (the appraisee) within a specific time frame to complete the appraisal – July 2023; Project Manager/Medical Education Department.
- v. PA's to contact the Appraiser to confirm the dates of the appraisal – July 2023
- vi. PA's and Appraiser to have access to MARS – July/August 2023 HEIW/ Appraisal revalidation team.
- vii. Commence the appraisal process with the senior most PA's – September 2023.
- viii. Half the number of the 26 PA's to achieve appraisal by December 2023.
- ix. Support Junior most PA's with regular updates – throughout the project period
- x. Complete appraisal for all PA's – March/April 2024.
- xi. Qualitatively evaluate the appraisal process by the PA and the appraiser – during the project.
- xii. Collate feedback to the project board – April/May 2023.