

Medical and Allied Branch

HSS(MD) 23/2005

Chief Executives of HSS Boards
Chief Executives of HSS Trusts
Chief Executive of NIMDTA
Chief Executive Health Promotion Agency
Chief Executive Blood Transfusion Service
Vice Chancellor – Queens University Belfast
Chief Executive Beeches Management Centre

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Your Ref:
Our Ref:
Date: 28 June 2005

Dear Colleague

EVALUATION OF MEDICAL APPRAISAL SYSTEMS IN HPSS ORGANISATIONS

1.0 Introduction

The purpose of this letter is to inform you of an external evaluation of HPSS medical appraisal systems which the Department has commissioned via the Beeches Management Centre. This external evaluation will be undertaken by Dr Nick Naftalin who has wide NHS experience in the fields of clinical governance and appraisal development, medical management, service reviews, continuing professional development and medical education.

2.0 Background

Circular HSS(MD)14-2005, dated 18 April 2005, provided an update on the national position regarding appraisal and revalidation, and alerted the HPSS to the proposed local evaluation of all medical appraisal systems. This letter expands on the detail of local evaluation of appraisal.

3.0 Purpose of the Evaluation

The purpose of commissioning this external evaluation is to establish:

- a) the level of participation in appraisal by medical staff working in HPSS organisations;
- b) the organisational management arrangements to deliver robust appraisal systems;
- c) arrangements for the selection, training, and professional development of appraisers;
- d) mechanisms for quality assurance of appraisal systems within HPSS organisations; and
- e) feedback and action planning arrangements following completion of appraisals.

4.0 Action

- 4.1 Each HPSS organisation should ensure that annual appraisal of medical staff continues.
- 4.2 HPSS organisations should complete the attached questionnaire electronically and supply relevant documentation. All questionnaires* should be submitted electronically, and accompanying documentation should be returned to:
Ms Christine McGowan,
Beeches Management Centre,
12 Hampton Manor Drive,
Belfast, BT7 3EN,
no later than Friday 12 August 2005.
- 4.3 The Northern Ireland Medical & Dental Agency and the Beeches Management Centre should provide relevant documentation on the content of appraisal training programmes delivered in the HPSS, together with all relevant material relating to the quality assurance of the content of these programmes. This documentation will be forwarded to the external reviewer.

5.0 External Review Process

Following initial analysis of the questionnaires and supporting documentation by the external reviewer, it may be necessary to seek further information from specific HPSS organisations including the sampling of appraisal reports.

6.0 Outcome of Review Process

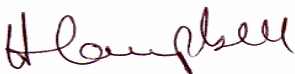
The outcome of this exercise will be the production of an evaluation report, which will be submitted to the Department, and which will inform;

- a) implementation of current medical appraisal systems; and
- b) alterations which need to be made to enhance the current system taking account of any changes which might ensue from the review of GMC revalidation processes.

7.0 Conclusion

The Department has commissioned an external evaluation of appraisal systems. It aims to receive an evaluation report by the beginning of November 2005. This Report will inform development of local appraisal systems. The Report will be shared with HPSS organisations, HPSS Regulation and Improvement Authority and the GMC.

Yours sincerely



DR HENRIETTA CAMPBELL
Chief Medical Officer

* All questionnaires will be sent electronically to HPSS organisations by the Beeches Management Centre within the next week.

cc Mr Clive Gowdy, Permanent Secretary, DHSSPS
Ms Stella Burnside, Chief Executive HPSSRIA
Sir Graeme Catto, President GMC
Professor Sir Liam Donaldson, CMO England
Professor Rod Hay, Faculty of Medicine, Queens University Belfast
Dr Nick Naftalin- External Reviewer
Ms Anne O'Brien – Director, Clinical & Social Care Governance Support Team,
Northern Ireland
Dr Ian Carson, Deputy Chief Medical Officer, DHSSPS
Mr Noel McCann, Director, Planning & Performance Directorate, DHSSPS
Mr David Bingham, Director, Human Resource Directorate, DHSSPS
Dr Brian Patterson, Chair BMA (Northern Ireland)
Ms Christine McGowan, Beeches Management Centre
Dr Claire Loughrey, Regional GP Appraisal Co-ordinator