

September 2015

AGENDA

For the first meeting of the Revalidation task & finish group to be held on Monday 21st September 2015 at 11.30am at UKPHR, 18c McLaren Building, 46, Priory Queensway, Birmingham B4 7LR

1. Appointment of Chair (it is intended that the Registrar will be Chair)
2. Welcome, apologies and declarations of interest
3. Terms of Reference for the group (see Appendix 1)
4. Membership of the Group (see list in Terms of Reference)
5. Secretariat for the group (it is intended that UKPHR will provide this)
6. Identification of key issues
7. Sources of evidence, including results of UKPHR's survey (see Appendix 2)
8. Timetable for completion of group's task (see Appendix 3)
9. Arrangements for communicating the work of the group
10. Next steps
11. Any other business
12. Date for next meeting

Appendix 1 – Terms of Reference

The purpose of this task & finish group is:

To develop a revalidation model for UKPHR to operate in respect of all registrants and make recommendations to UKPHR's Board for its implementation including manner, timing and relationship to CPD and other requirements of maintaining registration.

Tasks

- To examine current revalidation models as operated by other regulators and also the work previously carried out by the revalidation working group jointly run by UKPHR and FPH with a view to identifying good practice in revalidation and relevant requirements for UKPHR's revalidation model
- To consult widely on its work and involve public health stakeholders in its work as openly and transparently as possible
- To make recommendations to UKPHR on the structure and process, including:
 - One model for all registrants or more than one;
 - Professional standards, for example UKPHR's Code of Conduct and Good Public Health Practice
 - Appraisal expectation, for example place of work and/or external professional appraisal
 - Reflection on professional practice
 - Confirmation that revalidation requirements have been met
 - Audit - verification checks
 - Capacity, budget, fees and charges;
- To consider the implications for UKPHR's existing registrants and current applicants for registration including the timing and phasing of any model the group may recommend
- To take, keep and deliver to UKPHR at the finish all minutes of meetings held by the task group, other records made and evidence received and keep copies safe for inspection.

Time for task and finish

It is envisaged that the group will meet for the first time in September 2015. A draft, tentative timetable for subsequent stages of the group's work is attached for the group's guidance but without limiting the group if it feels that different timescales are required. If the group wishes or foresees that the timetable may last beyond Summer 2016 it will notify UKPHR's Board of this fact as soon as possible.

Reporting

The task group is set up under the aegis of the Registrar who will in turn report the group's recommendations to UKPHR's Board.

Costs and resources

UKPHR will meet the reasonable costs of the task and finish group including payment for meeting rooms and teleconferencing facilities, reimbursement of members' travel and subsistence and other incidental costs.

UKPHR will provide secretariat support for the group and meeting rooms at UKPHR's Birmingham office if requested by the group.

UKPHR is willing to pay for additional external consultancy support for the group's work but any proposal for such support must be costed and approved by UKPHR's Board before it is procured.

Membership

The following shall be members of the task group:

Anne McMillan (Chair)

Sara Kovac Clark (GMC)

Jeremy Hawker

Sally James (Practitioner Registration coordinator)

Helen Kirk (PHE Nursing & Midwifery)

Sue Lloyd

Em Rahman (Practitioner Registration coordinator)

Viv Speller

Imogen Stephens (Public Health England)

David Kidney (secretariat)

The Group may agree to extend membership to other persons or organisations on request or at its own initiative and is expected to work closely with representatives of regulators who operate revalidation and/or are planning to introduce revalidation

Quorum

As the task group has no specific powers nor delegated authority, all decisions will normally be reached by consensus and a quorum does not apply except that a decision taken at a meeting shall not be valid unless at least three members of the group are present

Decision Making

Voting at meetings of the task group on matters relating to management, for example, election of the Registrar as Chair, shall be taken by show of hands. In the event that progress on any issue of substance is deadlocked by disagreement, an indicative vote may be taken. In such circumstances the outcome of the vote will be persuasive, not binding, and in the event of continuing disagreement the matter in question will be referred to the Education & Training Committee for resolution.

Rules for meetings of the task group

At least seven days before a date arranged for a meeting of the group an agenda shall be sent to all members of the group setting out the date, time and venue of the meeting and the business to be transacted at the meeting

At the first meeting of the group members of the Group shall elect a Chair. If at any meeting of the group the Chair is not present, members of the group shall elect one of their number to chair the meeting

The UKPHR secretariat shall take minutes of meetings of the group.

The Secretariat shall circulate copies of the minutes to all members of the group and at each meeting of the group the minutes of the previous meeting shall be produced for approval as a true record of that meeting.

The Secretariat shall keep safe the minutes of all meetings of the group and shall produce them for inspection on the request of any member of the group and any person or organisation acting on behalf of UKPHR.

Appendix 2 – Sources of evidence

General Medical Council – revalidation section of website:

<http://www.gmc-uk.org/doctors/revalidation.asp>

Nursing & Midwifery Council – revalidation section of website:

<http://www.nmc.org.uk/standards/revalidation/>

UK Faculty of Public Health – revalidation section of website:

<http://www.fph.org.uk/revalidation>

Medical Appraisal Guide (MAG) - Model Appraisal Form:

<https://www.england.nhs.uk/revalidation/appraisers/med-app-guide/>

Responses to UKPHR’s survey of registrants and stakeholders:

On 14 August UKPHR commenced a consultation via survey monkey with a closing date of 25 September. In due course UKPHR will provide the group with an analysis of the responses received to inform the group’s deliberations.

Recent comment received by UKPHR from an assessor:

I just wanted to share my very recent learning with you as this will likely feature in my role here. After my in-house appraisal I am required to complete an on-line MAG form which in time will become a Prep form (like the medical consultants complete). It is all electronic and you can upload attachments and links to revalidation for those of us working in councils but equally works for many other specialists and it is the principle of the on line structure and flow through showing CPD linked to your work. The key issue to get right is defining the scope of your work and then evidencing throughout with good self-reflection against the headings in Good Medical Practice. It could be easily relabelled as Good Public Health practice too if people are worried by the title.

It wasn’t something I could complete without reading the attached training slides and I now understand what they want to see.

I know you have a consultation out on what the new-look revalidation should look like but it would make great sense to adopt this approach as many of us will have:

- 1. Our in-house appraisal*
- 2. Our professional FPH appraisal and revalidation using the MAG/Prep form*
- 3. And possibly a third way if the UKPHR agrees yet a further way of submitting evidence.*

As an assessor myself I would like to reduce the burden on our members so does this sound a way forward? Apologies if you have seen and discussed this approach already.

Comments from Jeremy Hawker, group member who cannot attend the first meeting:

Unfortunately I am in meetings in London every Monday, whilst I'm running the national GI team.

My general thoughts, for what they are worth, is that revalidation should not be onerous to UKPHR (for resource reasons) or to any specialist/practitioner that is already engaging in regular reflection and appraisal.

So, for example, registrants could submit paperwork that shows:

- *That they have received an annual appraisal each year;*
- *That they have met their CPD requirements each year;*
- *That they have undertaken a 360 multisource feedback during the last 5 years;*
- *That they have not been subject to any complaint or other significant adverse event in the last 3 years.*

We could then discuss what evidence would be needed to demonstrate these (or alternative) criteria, wherever possible using evidence that does not involve extra work for our responsible officer (or whatever we call our revalidation lead/team).

For example:

- *Certificate of participation in the FPH's CPD scheme (or other approved schemes) would adequately demonstrate the CPD standard.*

Appendix 3 – Timeline for the group’s work

ACTION	DATE	COMMENT
Approval to proceed by UKPHR Board	July 2015	Approval was given
1 st meeting of Working Group	Sept 2015	ToR, composition, work programme
Working Group review and proposals for revalidation model	Sept – Feb 2016	Examples of other revalidation models may be helpful to review
Consultation on new revalidation model	Mar - May 2016	Involvement of registrants and stakeholders
Revision of revalidation model in light of consultation responses	Jun 2016	Review group’s original proposals, consider if further consultation will be required
Approval of revalidation model by UKPHR Board	Summer 2016	Review timetable in light of comments made by UKPHR Board/HPC
Implementation of new revalidation requirement by UKPHR in line with group’s recommendations as endorsed by the Registrar and the Board	August 2016	Plan for evaluation and review after a period in operation