

APPOINTMENT OF RESPONSIBLE OFFICER FOR REVALIDATION

Applications are invited for this role within the Faculty. This is a part-time, remunerated role. Applications should be made on the [application form](#) and returned, together with a CV, to rachel.cooper@fom.ac.uk by **10 00am on Monday 13 August 2012**.

Interviews will take place on Wednesday 29 August 2012 at the Faculty office, London.

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Introduction

With the introduction of revalidation at the end of 2012, the Faculty of Occupational Medicine is seeking to appoint a Responsible Officer (RO). This is an important appointment for the Faculty. An interim RO, who oversaw the revalidation pilot is currently in post. This appointment will be for the substantive post of the Faculty RO.

The role of RO is a new one created in 2010¹ under the provisions of the Health and Social Care Act 2008. Every licensed doctor must be linked with a named RO through a 'prescribed connection'. 'Designated bodies', of which the Faculty of Occupational Medicine (FOM) is one, have a duty to nominate an RO. Doctors who are members² of the Faculty, and who do not otherwise have a prescribed connection to an RO (normally through their employer) will have a prescribed connection to the Faculty RO. The regulations allow an RO to act for two or more organisations; therefore the Faculty RO can be the RO for other designated bodies that wish to 'outsource' the function.

The process of revalidation is underpinned by strengthened medical annual appraisals. Where conduct or performance is falling below the usual high standards that doctors are expected to work to, it would be the responsibility of the RO to identify them early and take appropriate action locally, to support the doctors to get back on track. The RO is charged with making a recommendation to the General Medical Council (GMC) on the renewal of doctors' licences to practise.

We are seeking to appoint a Fellow of the Faculty of Occupational Medicine who can bring their own experiences of medical management and leadership skills gained throughout their career to the role. Our RO must have an in-depth understanding of revalidation in occupational medicine, excellent skills in communication and the capacity to make sound, objective recommendations.

Accountability

The RO would be accountable to the Faculty's Executive Committee, via the Director of Professional Development. The RO of the London Strategic Health Authority would act as the Faculty RO's RO.

Employment

The RO will be employed on a part-time basis by the Faculty of Occupational Medicine.

¹ <http://www.legislation.gov.uk/uksi/2010/2841/made>

² Fellows, Members, Associates, affiliates and the new category of revalidating subscribers which is being established.

Location

The RO will be based at the Faculty of Occupational Medicine's Office, 69-73 Theobalds Road, London, WC1X 8TA. Arrangements for some home working can be agreed.

Hours

Hours would increase gradually as the revalidation cycle establishes itself. The RO will be appointed for an initial half a day a week to the end of 2012, probably increasing to up to two days per week during 2013, dependent upon demand.

Remuneration

£105,217 per annum, pro-rata.

For an informal and confidential discussion about the role, please contact Nicky Coates (Chief Executive), or in her absence Rachel Cooper (Head of Professional Standards). Email: nicky.coates@fom.ac.uk or rachel.cooper@fom.ac.uk or tel: 020 7242 8698.

Faculty of Occupational Medicine Responsible Officer Job Profile and Person Specification

This role constitutes the means by which the Faculty of Occupational Medicine carries out its statutory function of delivering the Responsible Officer function. The job description below outlines the main points of the role but, for the detail of the regulatory requirements, applicants should refer to the Medical Profession (Responsible Officers) Regulations 2010³ and 'Closing the gap in medical regulation – Responsible Officer Guidance' which accompanies the regulations⁴.

MAIN PURPOSE:

At this stage, the Faculty envisages the main purpose of the role to be that outlined below. Some changes may occur, as revalidation becomes more established. We would expect the RO to keep up to date with such changes and carry all duties required of them.

1. To further develop the Faculty's processes for carrying out the RO function.
2. To ensure that doctors with a prescribed connection to the Faculty undergo annual appraisals.
3. To take appropriate and timely action when concerns about shortcomings in performance or conduct are identified and to refer concerns about the doctor to the GMC where appropriate.
4. To maintain records of doctors' fitness to practise evaluations including appraisals and any other investigations or assessments.
5. To make recommendations to the GMC about doctors' fitness to practise.

³ http://www.legislation.gov.uk/ukdsi/2010/9780111500286/pdfs/ukdsi_9780111500286_en.pdf

⁴ http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/@dh/@en/@ps/documents/digitalasset/dh_119418.pdf

6. To be aware of the revalidation responsibilities of designated bodies which are contracting with the Faculty to use the RO.

DETAILS OF ROLE:

1. To further develop the Faculty's processes for carrying out the RO function.

- To review and finalise policies and processes, in consultation with the Faculty and with other key organisations.
- To be responsible for their implementation.

2. To ensure that doctors with a prescribed connection to the Faculty undergo annual appraisals.

- Ensure that doctors have an annual appraisal through the Faculty's approved appraisal providers which covers all their areas of practice. To maintain responsibility for the quality and effectiveness of the appraisal system, even if it is commissioned to approved appraisal providers.
- To establish and maintain good working relationships with the approved appraisal providers.
- To ensure that supporting information for appraisal be presented in accordance with the current specialty guidance.

3. To take appropriate and timely action when concerns about shortcomings in performance or conduct are identified and to refer concerns about doctors to the GMC where appropriate.

- To ensure doctors' performance and conduct is monitored appropriately.
- To be prepared to take action in response to concerns about doctors' conduct or performance, from whatever source and have regard to responsibilities for rehabilitation. This will normally involve discussions with the GMC Employment Liaison Adviser (ELA) in the first instance.
- To monitor compliance with those conditions or undertakings where a doctor is subject to conditions imposed by or undertakings agreed with the GMC.

4. To maintain records of doctors' fitness to practise evaluations including appraisals and any other investigations or assessments.

- To ensure appropriate records are maintained and that they are securely stored and comply with the principles of data protection. To also ensure that arrangements are in place to control access to the data and any transfer of data.

5. To make recommendations to the GMC about doctors' fitness to practise.

- To maintain an up to date list of who the RO is responsible for.
- To ensure timely recommendations are made to the GMC with regard to the doctors' fitness to practise.
- To ensure that access is available to the appropriate amount of evidence in the doctor's portfolio to ensure that a sound decision on the recommendation is reached.

6. To be aware of the revalidation responsibilities of designated bodies which are contracting with the Faculty to use the RO.

- Designated bodies who intend to contract with the Faculty to access its RO, will have a contractual/commercial relationship to the Faculty's RO. These

companies will have certain obligations to fulfil, in accordance with the Medical Profession (Responsible Officers) Regulations, 2010. The Faculty RO will need to be aware of such responsibilities and be assured that they are being fulfilled.

7. Other

- To co-operate with the GMC and any of its committees, or any persons authorised by the GMC;
- To take on other responsibilities relating to the role, as it evolves.

PERSON SPECIFICATION AND COMPETENCIES

- Fellow of the Faculty of Occupational Medicine and have been on the GMC's specialist register as an occupational physician for at least five years and hold a licence to practise from the GMC; and to maintain the above throughout the duration of holding the post as RO.
- Evidence of personal and professional development through practical experience of a leadership role in medical management, along with evidence of annual appraisals and assessments.
- A detailed, accurate and up to date knowledge of regulation and the law as it relates to medical revalidation and the underpinning processes.
- The ability to carry out performance management of doctors.
- Practical experience of managing appraisal processes and clinical audit.
- Expert knowledge and skills in strengthened appraisal, along with understanding of quality assurance of appraisal systems and of appraisers.
- Understanding of general performance information.
- Understanding of the principles of investigation.
- The ability to identify and manage issues relating to equality and diversity.
- Excellent communication and diplomacy skills, with the ability to command respect amongst stakeholders.

KEY WORKING RELATIONSHIPS

- Director of Professional Development, FOM
- Faculty Executive, President, Board members
- Chief Executive of FOM
- Head of Professional Standards, FOM
- Remediation Personnel
- General Medical Council (GMC)
- Appraisal lead, SOM
- Responsible Officer Support Network
- NHS London
- Faculty of Public Health and Faculty of Pharmaceutical Medicine

TRAINING

- The successful candidate will be required to complete an initial RO Training programme and continue to undertake on-going training, as required.

APPRAISAL

- Shortly after appointment, the successful candidate will be expected to undergo a whole practice appraisal with an appraiser within NHS London. This is so that the RO for NHS London (the Faculty's RO's, RO) can make a recommendation to the GMC regarding the Faculty RO's revalidation, before the end of March, 2013.