**Strengthened Medical Appraisal - Appraisee Clinical Governance Questions**

*These questions are asked on behalf of the Responsible Officer to ensure that effective clinical governance is in place*

*for the purposes of revalidation. Please answer all questions.*

***The completed form should be uploaded to your PReP portfolio.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** | | **Date of appraisal:** | | |
| **1**  1a | **Indemnity**  Do you have adequate indemnity in place to cover all aspects of your scope of practice? | Yes | No |  |
| **2**  2 a | **Clinical Governance**  Are you aware of your duty to raise concerns relating to gaps in clinical governance in the organisations or service providers with which you work?  (You may wish to add supporting information of any action you have taken in this respect, or any information sought about clinical governance compliance from these organisations). | Yes | No |  |
| 2 b | Are your publications regarding services both factual and accurate? *(GMP 2013 Domain 4:Act with Honesty and Integrity; para 70)* | Yes | No | N/A |
| 2 c | Do you maintain adequate occupational health clinical records? *(GMP 2013 Domain 1, Knowledge Skills and performance; para 19 - 20)* | Yes | No | N/A |
| 2 d | Do you have an effective policy to control access to computerised data and to prevent unauthorised access at all times? *(GMP 2013 Domain 1, Knowledge Skills and performance; para 20)* | Yes | No | N/A |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2 e | Do you ensure that paper occupational health clinical records, whenever held or transported, are accessed, stored and disposed of safely and securely and in compliance with all relevant legislation?  *(GMP 2013 Domain 1 Knowledge, Skills and Performance Para 20; Good Occupational Medicine Practice Para 47)* | Yes | No | N/A |
| 2 f | Do you demonstrate clinical governance and maintain documented protocols that ensure the delivery of services that reflect current evidence based guidelines, national guidelines and Approved Codes of Practice? *(GMP 2013 Domain 1: Knowledge, skills and Performance, Domain 2 Safety and Quality para 22b and 25 b, Domain 3: Communication, partnership and teamwork, Domain 4: Maintaining trust)* | Yes | No | N/A |
| 2 g | If applicable, do you conduct your business in facilities that are safe, accessible and appropriate for the services provided? Are patients with disabilities needs met when providing services? *(GMP 2013 Domain 2 Safety and Quality: Respond to Risks to Safety para 25b; Domain 3; Communication, partnership and teamwork; para 60)* | Yes | No | N/A |
| 2 h | If applicable, do you maintain systems to check the qualifications of and monitor the standard of work that is outsourced to third party providers? *(GMP 2013 Domain 3 Communication, partnership and teamwork; para 45)* | Yes | No | N/A |
| 2 i | If applicable, do you ensure that medical equipment is safe and appropriate for the services provided? *( GMP 2013 Domain 2 Safety and Quality para 25b and 23c)* | Yes | No | N/A |
| 2 j | If applicable, do you ensure any medicines are handled appropriately? *(GMP 2013 Domain 2 Safety and Quality: para 23; 22b)* | Yes | No | N/A |
| **3** | **Governance of Staff:** |  |  |  |
|  | Do you employ administrative or clinical staff? | Yes | No |  |
|  | If ‘Yes, please answer the questions in Section 3 overleaf |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 3 a | Are new staff familiarised with any policies and procedures, their roles and the roles of others and their accountability for service quality and delivery? *(GMP 2013 Domain 2 Safety and Quality: para 45)* | Yes | No |  |
| 3 b | Do staff have the knowledge, skills, qualifications, experience and training for the tasks they perform? *(GMP 2013 Domain 2 Safety and Quality; Para 45)* | Yes | No |  |
| 3 c | Do staff understand their responsibility to treat information about patients as confidential and to protect confidentiality? *(Good Occupational Medicine Practice Para 47; GMP 2013 Domain 1 Knowledge Skills and performance para 20; Domain 3 Communication, Partnership and teamwork para 50)* | Yes | No |  |
| 3 d | Do you have systems in place to detect and address, as early as possible, concerns regarding a member of staff’s conduct, performance or health? *(GMP 2013 Domain 2 Safety and Quality; Para 25)* | Yes | No |  |
| 3 e | Do you have systems in place to detect and address, as early as possible, unacceptable clinical practice? *(GMP 2013 Domain 2 Safety and Quality; Para 25)* | Yes | No | N/A |
| 3 f | Are staff registered with the relevant regulatory body on the appropriate part(s) of its register(s)? *(GMP 2013 Domain 2 Safety and Quality; para 45)* | Yes | No | N/A |
| 3 g | Are staff supported in maintaining continuing professional development and where necessary, revalidation? *(GMP 2013 Domain 2 Safety and Quality: Respond to Risks to Safety)* | Yes | No | N/A |
| 3h | Do staff have suitable liability insurance or indemnity cover? (*Good Occupational Medicine Practice Para 34)* | Yes | No | N/A |
| 3i | Are systems in place through which staff members can raise concerns about risks to patients? (*Good Occupational Medicine Practice Para 34, GMC communication 2nd Feb 2018)* | Yes | No | N/A |
|  | I confirm that my answers to the questions above are correct to the best of my knowledge  **Appraisee Signature: Date:** | | | |