

Terms of Reference IDF Appraisal Committee

Committee name and type

The Appraisal Committee is a standing committee of the IDF

Purpose

The Appraisal Committee's purpose is to provide support and guidance to the IDF Responsible Officer with regards to how appraisal duties are undertaken at the IDF in line with the requirements of the Responsible Officer Regulations.

The Appraisal Committee exists within a system at the IDF for compliance with the RO Regulations. Although the RO holds the statutory responsibility for decisions, gaining broader input from a wider group is regarded as beneficial in ensuring consideration of all relevant aspects.

Scope

The Appraisal Committee will consider key items including but not restricted to:

- Guidance on proposed changes to the IDF Medical Appraisal Policy
- Review of the number of trained IDF appraisers against predicted appraisal volume in order to determine when to arrange a new wave of appraiser training
- Provision of support to the RO in the recruitment of medical appraisers.
- Discussion of suitable topics for the external element of the annual round of Appraiser Update Training
- Review of appraisee feedback and consideration of any recommendations for process or policy change
- Review of complaints to the RO about appraisal
- Review of the provision of quality assurance of the medical appraisal process and the medical appraisers.
- Support and guidance to the Responsible Officer with regards to any appraiser performance issues, with members taking part in an advisory panel when required
- Review of external quality assurance information
- Review of internal quality assurance procedures
- Review of external documents pertaining to appraisal
- Consideration of data on appraisal and identification of best practice, areas for development and themes for wider sharing
- Any other issues relating to appraisal and clinical governance

Authority

The Appraisal Committee reports information to the Executive Board.

Membership

The Appraisal Committee is chaired by the Responsible Officer. Other members of the Committee are identified by the Chair and agreed by the Executive Board.

Responsible Officer – Chair
Revalidation Director who acts as the Appraisal Lead
Revalidation Manager
Lay person (who also sits on the RO Advisory Group)
IDF Appraisers (minimum of 5)

The Chair may invite guest speakers or individual experts to attend for discussion purposes

There is no term of office as the appraisal committee benefits from the experience and continuity of the committee members. However the RO will ensure that additional IDF appraiser(s) are periodically identified that best represents the membership of the IDF organisation and so that the Committee benefits from new ideas.

A quorum will be at least 6 members from above and must usually include the RO. Under exceptional circumstances the RO may delegate responsibilities to the Revalidation Director.

Meeting Arrangements

The Appraisal Committee will meet at least three times per year and on an ad hoc basis if required either virtually or face to face. Details will be circulated with the agenda for each meeting.

Where urgent decisions are required additional meetings (by phone or video conference) may be convened in a timely manner.

Discussions will be held on any appraisal issues relevant to decisions to be made by the RO. Brief notes will be made of the discussions and decisions reached.

Documentation will be stored securely on the IDF electronic appraisal and revalidation platform. Any papers printed and used during the meetings will be disposed of by confidential shredding following the meeting. A summary of decisions and actions will be provided at the start of subsequent meetings to update the group.

At the beginning of each case discussion, members will be asked to disclose any conflict of interest and, as cases are presented anonymously, if a conflict of interest becomes apparent at any time, members are expected to bring this to the group's attention for a decision to be made whether to exclude them from further discussions.

All discussions by the group will be treated confidentially and not discussed further outside the group except with express permission of the group.

For the purpose of calibration across designated bodies any relevant learning will be considered for sharing anonymously with others through the RO network.

The resources for the Responsible Officer to discharge the duties as outlined in the Responsible Officer Regulations must continue to be made available by the IDF

The outcomes following the discussions by the group will be recommendations for the Responsible Officer. The Responsible Officer will make decisions and determine actions based on the group's discussions and will feedback to the group at the next meeting. Any learning identified through this process will be shared anonymously as appropriate e.g. with other Responsible Officers and Appraisal Leads.

Reporting

The Appraisal Committee will report to the IDF Executive Board

Resources and Budget

The offices of the IDF are available to host face to face meetings and light refreshments are provided by the IDF.

Annual Self-assessment

The Committee will undertake a self-assessment of its performance annually by evaluating its activities against these terms of reference. Ultimate responsibility for the Appraisal Committee's terms of reference lies with the Responsible Officer. Proposed changes to the terms of reference will be recommended to the IDF Executive Board.

Related Policies and Terms of Reference

Medical Appraisal policy, Revalidation policy and Responding to Concerns policy

Terms of Reference of the Responsible Officer Advisory Group