

Northern Ireland



Medical & Dental Training Agency

TERMS OF REFERENCE

# Revalidation Operational Group

2022 (Version 1.0)  
ROG>QMG

## Policy Review Schedule

Date first Approved by QMG: 7 March 2014  
 Last Approved by QMG: 7 March 2014  
 Date of Next Review (ROG): February 2024

### Amendment Overview

Version	Date	Pages	Comments	Actioned
2013 – 1.0	03.08.2013		Document created	Margot Roberts
2013 – 1.1	04.12.2013	7	Updated to reflect minor changes and corporate format.	
2013 – 1.2	03.03.2014	9	Updated to reflect minor changes.	Linda Craig
2013 – 1.3	04.03.2014	9	Updated to reflect minor changes	Margot Roberts
2013 – 1.3	07.03.2014	9	Presented to SMT for approval. <b>Approved</b> subject to minor changes	Margot Roberts
2013 – 1.3	11.04.2014		Presented to RSG for further consideration. Changes made to some of the generic content which will affect some other ToRs. It was agreed that approval for this ToR should come from QMG	Margot Roberts
2013 – 1.4	11.06.2014		Presented to RSG with changes for approval.. Further changes made including agreement that the ToR should be reviewed annually by the re-named Revalidation Operational Group. There would be no requirement for the ToR to be approved by QMG.	Margot Roberts
2013-1.5	10.9.2014		Presented to ROG with changes for final approval	
2013 – 1.6	14.11.2016		Updated as agreed by ROG on 28.09.16	Bronagh Woods
2013 – 1.7	30.01.17		Amendment to quorum as agreed at ROG	Denise Hughes
2018 – 1.0	26.11.2018		Amendments agreed at ROG 26.11.18	Gillian Carlisle
2019 – 1.0	18.09.2019		Further revisions following review at ROG	G Carlisle
2019 – 1.0	10.12.2019		Further revisions following review at ROG	G Carlisle
2020 – 1.0	04.03.2020		Further revisions following review at ROG	G Carlisle
2021 – 1.15	01.04.2021	7	Review following appointment of NIMDTA Medical Director April 2021.	G Carlisle
2022 – 1.16	22.02.2022	7	Updated Role of NIMDTA & other changes to policy. To agree at ROG 22.02.2022. Agreed – include removal of Lay Rep on membership	G Carlisle

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## **Role of the Northern Ireland Medical and Dental Training Agency**

The Northern Ireland Medical and Dental Training Agency (NIMDTA) is an Arm's Length Body sponsored by the Department of Health (DoH) to train postgraduate medical and dental professionals for Northern Ireland. NIMDTA also seeks to serve the government, public and patients of Northern Ireland by providing specialist advice, listening to local needs and having the agility to respond to regional and national requirements.

NIMDTA commissions, promotes and oversees postgraduate medical and dental education and training throughout Northern Ireland. NIMDTA endeavours to attract and appoint individuals of the highest calibre to recognised training posts and programmes. NIMDTA encourages doctors to train and remain in NI so that Health and Social Care (HSC) has a highly competent medical and dental workforce with the essential skills to meet the changing health needs of its population.

NIMDTA organises and delivers the recruitment, selection and allocation of doctors and dentists to foundation, core and specialty training programmes. NIMDTA supports trainees with the aim of maximising their potential to successfully progress, complete training and be appointed to permanent posts in NI. NIMDTA manages the quality of postgraduate medical and dental education in HSC Trusts and in general medical and dental practices through learning and development agreements, the receipt of reports, regular meetings, trainee surveys and inspection visits. It works in close partnership with local education providers to ensure that both the training and supervision of trainees support the delivery of high quality safe patient care. NIMDTA provides trainees with a wide range of opportunities to gain experience in leadership, quality improvement, research and teaching.

NIMDTA trains clinical and educational supervisors and recommends them to the General Medical Council (GMC) for recognition of their role. NIMDTA selects, appoints, trains and develops educational leaders for foundation, core and specialty medical and dental training programmes throughout NI.

NIMDTA is accountable to the GMC for ensuring that the standards set by the GMC for medical training, educational structures and processes are achieved. Revalidation is the process by which the GMC confirms that doctors are up to date and fit to practice. NIMDTA is the Designated Body for doctors in training and has a statutory role in making recommendations to the GMC to support the revalidation of trainees. NIMDTA is also responsible to the GDC for the Standards for Specialty Education.

NIMDTA enhances the standard and safety of patient care through the organisation and delivery of career development for general medical and dental practitioners and dental care professionals. It also supports the career development of general medical practitioners and the requirements for revalidation through the management and delivery of GP appraisal.

NIMDTA has been integrated as lead employer for Doctors and Dentists in training (DDiT) across the HSC. The aim of this service is to provide a high quality continuous employment experience for DDiT.

NIMDTA plays a key role in attracting DDiT to the HSC, and in creating an environment where they wish to continue to remain practising within the HSC.

NIMDTA carries out these roles on behalf of the DoH by focussing on the needs of people (population, trainees, trainers and NIMDTA staff), in partnership with key stakeholders and by upholding the HSC Values - openness and honesty, compassion, excellence and working together.

## 1. Introduction

The Northern Ireland Medical and Dental Training Agency (NIMDTA) has appointed a Quality Management Group (QMG) to oversee quality management aspects of the NIMDTA's business and ensure that NIMDTA delivers its statutory functions.

QMG has appointed a sub-committee, the Revalidation Operational Group, to assist and advise in relation to revalidation and associated matters.

## 2. Governance

The Revalidation Operational Group is accountable to the Board through the Senior Management Committee and is chaired by the Responsible Officer.

NIMDTA is the Designated Body (DB) for all doctors in training in Northern Ireland and NIMDTA's Medical Director is the Responsible Officer (RO). NIMDTA's RO is responsible for overseeing systems for governance and appraisal and is accountable to the GMC for ensuring compliance with the Medical Professions (Responsible Officers) (Northern Ireland) Regulations 2010. The Medical Director is a member of the Department of Health Responsible Officer Forum.

The Postgraduate Medical Dean and RO meet regularly with the GMC's Employer Liaison Adviser to share information relating to revalidation and fitness to practise for doctors in training.

The Postgraduate Medical Dean represents NIMDTA on the COPMeD Four Nations Trainee Revalidation Oversight Group (4NTROG). This is a quarterly meeting at which policies and approaches to revalidation are agreed across all four nations.

NIMDTA is represented by the Medical Director / Responsible Officer on the GMC Responsible Officer Forum.

The Revalidation Manager represents NI on the COPMeD SMF Revalidation Best Practice and Development Forum at which revalidation operational policies are discussed across all four nations. The Senior Education Manager is Co-Chair of this National Group.

## 3. Terms of Reference

The purpose of the Revalidation Operational Group is to support the delivery of revalidation for doctors in training in the Deanery to meet the relevant statutory obligations and extra statutory guidance.

The Revalidation Operational Group will undertake the following:

- Design and implement NIMDTA systems and processes to manage the revalidation of doctors in training.
- Work with Local Education Providers (LEPs) in developing systems to transfer clinical governance information from Local Education Providers to NIMDTA.
- Support trainees undergoing revalidation through provision of Deanery updates and FAQs on revalidation.
- Support Annual Review of Competence Progression (ARCP) panels in their assessment of revalidation information through training and updates.
- Review feedback on the quality of information from ARCP panel decisions regarding revalidation.
- Review and ensure equality and consistency of processes across all specialties.
- Review and test documentation to ensure processes are simple and clearly understood.
- Disseminate good practice and experience in response to any concerns about revalidation.

- Facilitate the transfer of information to other organisations where appropriate and in line with the principles set out in the Data Protection Act.
- Ensure the maintenance of a link with the GMC in relation to revalidation dates for doctors in training in Northern Ireland.
- Revise NIMDTA policy and procedures in the light of GMC requirements and changes to national policy
- Ensure Revalidation Exception Reports are considered by the NIMDTA Doctors and Dentists Review Group (DDRG) to ensure that risks are managed and information is transferred appropriately.

#### **4. Powers and Responsibilities**

The Board of NIMDTA is ultimately responsible for all the decisions and actions taken in its name, whether directly or through its arrangements for delegation. The Board retains the right, therefore, to amend or overturn any decisions or actions of any Committee, Sub-Committee or working group which it deems to be contrary to Board policy or otherwise against the Board's interests.

#### **5. Composition and Membership**

The Revalidation Operational Group will consist of the following:

- Medical Director / Responsible Officer (Chair)
- Postgraduate Medical Dean / Director of Education (Deputy Chair)
- Director of Hospital Specialty Training or Deputy
- Director of General Practice Education or Deputy
- Senior Education Manager
- Revalidation Manager
- Revalidation Executive Officer
- GMC Employer Liaison Adviser
- Trust Representative, nominated by the informal Medical Directors Group for a period of 3 years.
- Lead Educators Representative, nominated by the Lead Educators' Forum for a period of 3 years.
- Trust Revalidation Manager Representative for a period of 3 years.
- Trainee Representatives x 2 (CT/ST2 or above), nominated by the Trainee Forum for a period of 2 years with potential for a further year before seeking further nominations from the trainee forum

The quorum for meetings of the Revalidation Operational Group will be five, of whom two must be medical educators.

Those that must be in attendance:

- At least two educators i.e. Medical Director / Responsible Officer, Postgraduate Medical Dean / Director of Education, GP Director or Lead Educator Representative
- At least one external representatives i.e. GMC representative, Medical Director representative, or one Trainee Representative
- At least one senior manager/education management i.e. Senior Education Manager, Revalidation Manager or Revalidation Executive Officer.

#### **6. Frequency of meetings and reporting mechanism**

The Revalidation Operational Group will normally meet three times in a calendar year. The Revalidation Operational Group will report through the Medical Director / Responsible Officer and Senior Education Manager to the Board of NIMDTA.

## **7. Administrative Support**

Meetings will be arranged and serviced by the Education Management Team.

## **8. Agenda and Record**

Each meeting will follow an agenda and an action log of the meeting shall be drawn up and submitted for agreement at the following meeting.

## **9. Attendance by persons not being members of the Revalidation Operational Group**

At the discretion of the Chair:

The Revalidation Operational Group may invite any individual to attend to discuss identified agenda points and inform discussion.