

Appraisal Audit 2013-2014

Missed Appraisals

The appraisal database was interrogated to produce a list of those doctors employed as consultants or SAS grades without a centrally logged and signed off appraisal for the year 1 April 2013 to 31 March 2014.

An initial list of 80 doctors was produced. Doctors on the list were contacted and asked for reasons for the delay and having been prompted several were able to complete their appraisals in a timely manner:

- 14 consultants
- 2 SAS

Several doctors were actually new starters and not expected to have undergone an annual appraisal in that period:

- 23 consultants
- 3 SAS

Some doctors were in the process of 'transition to new birthday month schedule' so had approved delays:

- 3 consultants

1 consultant did not have a prescribed connection and arrangements are underway for Prof Rob Wilson to be his 'suitable person.'

1 consultant had had a scheduled appraisal appropriately out-with the organisation; 1 consultant had retired and relinquished his licence; 1 consultant had left the organisation earlier in the year

Some doctors had deferred appraisal for good reason:

- Sickness absence (3)
- maternity leave (2)
- career break (2)
- exclusion (1)

Unacceptable delays

There were 20 consultants and 3 SAS doctors with unacceptable delays to their appraisals.

These doctors are being actively managed to ensure compliance.

Non-training grade doctors (NTGs)

There were, at the end of March 2014, also 70 doctors employed by the Trust in a variety of 'non-training grades' who were not consultants or SAS doctors. Central documentation of an appraisal in the last 12 months was available for only 7 of these doctors. There were 27 of these doctors who had only recently started in the organisation and would not have been due an appraisal. This leaves 36 with a 'missed/incomplete' appraisal. The management of appraisal of 'non-training grade' doctors needs to be reviewed and the policy re-written and applied to ensure such doctors' compliance and avoidance of the risk of failure to revalidate.

Dr J A Hall, Deputy Medical Director June 2014

April 2013 – March 2014

	NO OF DOCTORS	DUE APPRAISAL MINUS NEW DOCTORS	NO OF NEW DOCS	NO OF APPRAISALS	APPROVED POSTPONE-MENT	INCOMPLETE	% rate complete
CONS	395	372	23	345	7	20	95%
SAS	47	44	3	40	1	3	93%
NTG	70	43	27	7	0	36	16%
TOTAL	512	459	53	392	8	59	512
DUE APPRAISAL		459					
MINUS POSTPONED		8					
TOTAL DUE		451					
DUE APPRAISAL		451					
APPRAISALS COMPLETED		392					
APPRAISAL RATE		87%					

Key:

CONS consultants

SAS specialty, associate specialists, staff grade doctors

NTG non-training grade doctors