



JOB SPECIFICATION

Job Title:	Responsible Officer
Professionally Accountable to:	The Board
Managerially Responsible to:	Chief Executive Officer

Purpose and summary of job:

The Responsible Officer (RO) is the legally responsible officer for revalidation at FPM. The successful candidate needs:

- To ensure the development, production and introduction of required policies, procedures and protocols necessary for FPM to fulfil its obligations as a Designated Body.
- To work with FPM's Appraisal Leads to ensure that the doctors who have a prescribed connection take part in annual appraisal.
- To establish and implement procedures to investigate concerns raised about a doctor's fitness to practise and where appropriate, to refer concerns about a doctor to the General Medical Council.
- Where a doctor who has a prescribed connection with FPM is subject to conditions imposed by or undertakings agreed with the GMC, to monitor compliance with those conditions.
- To make recommendations to the GMC about the fitness to practise of doctors who have a prescribed connection with FPM.
- To ensure secure records of doctors' fitness to practise evaluations including appraisals and any other investigations or assessments.

Main duties and Responsibilities

- To maintain a list of doctors for whom the RO is responsible.



- To ensure there is an integrated system for monitoring doctors' performance, recognising good practice and encouraging and supporting development and learning that is closely linked with the organisation clinical governance structures and processes.
- To ensure in conjunction with the Appraisal Leads and Revalidation Office, that effective systems and processes for doctors' appraisal are in place.
- To ensure appropriate action is taken to remedy identified areas of weakness in doctors' performance.
- To ensure doctors' performance and conduct is monitored.
- To ensure that appropriate timely action is taken when concerns about doctors' performance or conduct are identified.
- Follow the regulations specified in the Medical Profession (Responsible Officers) Regulations 2023.
- Adhere to NHSE and GMC guidance for Responsible Officers.
- Is accountable to the GMC for ethics and decision-making.
- Is appraised by, and has their Designated Body with, NHS England through their appointed Higher Responsible Officers.
- Observe other duties and Responsibilities as dictated by need.

Line management and supervision

Not applicable

Appraisals

The RO must ensure that doctors obtain and include all relevant supporting information for their appraisals, including that advised by the GMC and by the organisation or other specialty association. The RO should ensure that information held by FPM about doctors' performance is shared with them in a timely manner to contribute usefully to their appraisals. This information includes data from reported adverse incidents, complaints and litigation as well as any monitoring data the organisation holds on doctors' efficiency and effectiveness. The RO should ensure that doctors understand their personal responsibility to bring information about all their areas of practice to their appraisal.

Doctors with a prescribed connection

The RO must work with the Revalidation Office to ensure that:

Appropriate references are obtained and checked.

Necessary steps are taken to verify the identity and registration status of doctors.

Accurate records are kept of all steps taken in accordance with the above.

Conduct and performance

In relation to monitoring doctors' conduct and performance the RO must:



- Regularly review the general performance information held by the organisation, including audit and clinical indicators relating to outcomes to patients.
- Identify any concerns or issues arising from that information relating to doctor's performance.
- Ensure that the organisation takes steps to address any such issues.

Responding to Complaints and Concerns

In relation to ensuring that appropriate action is taken in response to complaints and concerns about doctors' conduct or performance, the RO must:

- Initiate investigations with appropriately qualified investigators in line with FPM's policy
- Ensure that procedures are in place to address concerns raised by patients or colleagues of the employer or arising from another source.
- Ensure that any investigation into the conduct or performance of a doctor takes into account any other relevant matters within the organisation.
- Consider the need for further monitoring of the doctor's conduct and performance and ensure that this takes place where appropriate.
- Ensure that a doctor who is subject to procedures under this paragraph is kept informed about the process of the investigation
- Ensure that procedures under this paragraph include provision for the doctor's comments to be sought and taken into account where appropriate
- Take any necessary steps to protect patients and their data in line with company policies
- Where necessary, and as a neutral act, advise the doctor's employer to impose restrictions on a doctor's practice, or temporary exclusion while an investigation is undertaken.
- Where concerns are substantiated, ensure that appropriate measures are taken to address these, including but not limited to –
 - Requiring the doctor to undergo training or retraining
 - Offering rehabilitation services
 - Advise on opportunities to increase the doctor's work experience
 - Addressing any systemic issues within the organisation which may have contributed to the concerns identified
 - Maintaining accurate records of all steps taken in accordance with the above.
- When concerns are identified relating to systemic issues within the FPM as a whole, the RO must raise risks directly with the Chief Executive to be dealt with under their corporate governance code.



Conflicts of interest

It is essential to ensure that there are checks and balances on the decision-making of the RO and of appraisers so that where there is a potential conflict of interest that may sway the process that this is recognised and made explicit and that other arrangements are put in place. For example, if there is a conflict of interest, an RO from another organisation may be sought to handle the evaluation of fitness to practise of the doctor concerned.

Communication

- To ensure and maintain regular communications with the Revalidation team, Medical Appraisal Leads, the Chief Executive and the Board of Trustees
- To communicate effectively with outside agencies such as NHS England Revalidation Team, the GMC and Responsible Officer Support Network.
- To communicate effectively through regular contact with, medical leads and medical appraisers.
- To communicate effectively with doctors being appraised.
- Communicate complex and sensitive information to internal and external groups and individuals.

Training and Development

The post holder will be expected to attend and contribute to academic meetings and to adhere to the professional standards for CPD as set out by the GMC and the Department of Health.

General

- To demonstrate non-discriminatory practice in all aspects of work.
- To assist in ensuring quality targets are met in accordance with agreed standards.
- To participate in agreed systems of appraisal and individual performance review with the role of employee.
- To adhere to all FPM policies and procedures within the defined timescales, GMC standards as set out in Good Medical Practice guidelines, Department of Health and Social Care guidelines and legislation, including the Mental Health Act and Code of Practice.
- This job description and person specification are an outline of the tasks, responsibility and outcomes required of the role. The job holder will carry out any other duties that may reasonably be required by the Responsible Officer.
- The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of FPM and any changes in national policies or guidance.



To do this job effectively a person will need: -

The Post Holder

- The RO must at the time of appointment, have been a medical practitioner throughout the previous 5 years and for this purpose 'medical practitioner means a person who was fully registered and licensed under the Medical Act 1983 (as amended).
- The RO must continue to be a doctor in order to remain as a Responsible Officer.
- Experience in pharmaceutical medicine would be advantageous, though is not essential

Competencies of the responsible officer

Recommended competencies are aligned with competency frameworks for medical management, appraisers and appraiser trainers in England:

- Managing the process of medical revalidation, appraisal, quality assurance of appraisers, remediation, mediation, negotiation, investigation and rehabilitation, dealing with colleagues about whom there is concern
- Knowledge of regulation and the law as it relates to medical revalidation and of the specific underpinning processes. Understanding of principles of natural justice and the legal process, accountability and governance
- Maintaining the knowledge and skills needed for the role, consistency, rigour and accountability Strategic responsibilities of the RO, building and maintaining external relationships accessing the organisation's resources
- Clinical governance, quality improvement and quality assurance of systems underpinning revalidation, information flows
- Proficiency in Microsoft Office products is required and experience with online appraisal and revalidation programs beneficial
- High level of understanding of equality and diversity
- Demonstration of FPM values (Professional, Innovative, Caring, Collaborative, Credible and Learned).

This Job Specification indicates the main duties and responsibilities of the post, and it is not intended as an exhaustive list.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the organization and any changes in national policies or guidance.

16 Hours per week - £25000