

Revalidation Advisory Groups Terms of Reference Guidance

Keys Areas for Terms of Reference

This paper has been provided as guidance for designated bodies in Wales.

Key Area	Suggested Content
Introduction	What is revalidation, its purpose What are the designated bodies and ROs responsibilities around revalidation i.e. RO to make the recommendation, group to support and advise
Purpose/Aims	Reviewing of information Supporting the RO to make their recommendation Escalating issues to appropriate bodies i.e. GMC
Principles	Offer guidance and support Assist RO in role Ensure quality assurance of the process
Membership	RO AMD HR/Workforce Rep Revalidation Manager/Officer Primary Care Rep (others may also be necessary depending on structure of designated body)
Frequency	How often the revalidation advisory groups will meet depends on the numbers of doctors due for revalidation
Reporting/Accountability	Overall the RO has full accountability What boards/committees are reported to? How often? Regarding which areas of information?
Review of Policy	Timeframe for review to maintain relevance and quality
Links to Relevant Documents	Links to key relevant documents i.e. RO Conflicts of Interest, RO Regulations, GMC Requirements etc. (links to all of these can be found on the Revalidation Wales website)