

# **WALES REVALIDATION AND APPRAISAL IMPLEMENTATION GROUP (RAIG)**

## **TERMS OF REFERENCE (v04 Nov 2011)**

### **Purpose of the group**

1. To facilitate the consistent delivery of medical revalidation for all doctors in Wales
2. To provide a two way link between the Wales Revalidation Delivery Board (WRDB) and the Designated Bodies in Wales
3. To facilitate support networks for the Responsible Officer function

### **Objectives**

4. To provide advice to the WRDB on the practical implications of strategic issues as appropriate, including highlighting and advising on opportunities for an All Wales approach
5. To plan for and implement strategic decisions once these have been made by the WRDB
6. To contribute to the development of the Wales Revalidation Programme Plan
7. To develop a work plan based on the Wales Revalidation Programme Plan, to implement the plan and provide updates on relevant tasks, including for example review of tools to support revalidation (eg appraisal / MSF); development of All Wales policies and protocols (eg appraisal, links with governance, information flows across boundaries); communication plans

### **Approach**

8. RAIG meetings will be based on discussions which will be informed by the WRDB, by agenda items identified by members and by appropriate papers. The aim of such discussions will be to seek agreement on proposals and advice for the WRDB and on items within the work plan. Sharing information and best practice will be encouraged
9. Work may be carried out between RAIG meetings via e-mail, or by sub groups of members

### **Membership**

10. Two representatives from each NHS Designated Body (Responsible Officer or their deputy, and a nominated appraisal / revalidation lead)
11. Maximum of one representative from each Designated Body outside the NHS
12. Representatives as agreed by the group from the following organisations which will support this work:
  - a. Wales Deanery (to service RAIG, and provide project management support for revalidation)
  - b. Wales Revalidation Delivery Board / Welsh Government (to provide advice on strategic direction, and links to relevant departments including Workforce and OD)
  - c. NHS Employers (to support policy development and communication work)
  - d. BMA Wales (to support policy and process development and communication work)

13. For a quorum, 50% of Designated Bodies must be represented at each meeting by at least 1 representative
14. Membership of the group will be reviewed on a 6 monthly basis

### **Meetings**

15. The network will meet up to six times a year, usually shortly before and after WRDB meetings
16. The Deanery will co-ordinate and provide secretarial support to the meetings
17. Agendas and papers will be circulated electronically in advance of each meeting but will not be provided in hard copy at meetings, other than papers which are tabled
18. Meetings are to be held at the Deanery or at Postgraduate centres (or other free venues eg Health Board facilities) that are amendable for all members to travel to
19. Consideration will be given to making use of venues outside of South Wales, and of utilising alternative meeting technologies (eg video conferencing) as appropriate

### **Working Practice**

20. The Chair will be identified by WG
21. The action and agreed points from each meeting will be prepared and circulated to each group member following each meeting
22. Where appropriate / agreed, work will be undertaken by RAIG members between meetings, making use of e-mail as much as possible
23. These terms of reference are to be considered by the group and updated as appropriate

### **Reporting and Accountability**

24. The Group is accountable to the WRDB
25. Papers and minutes will be shared with the WRDB and a report from RAIG will be included on the WRDB agenda