



**GIG**  
CYMRU  
**NHS**  
WALES

Iechyd Cyhoeddus  
Cymru  
Public Health  
Wales

**Policy / Procedure**

Approval Report

**Name of Meeting**

People and Organisational  
Development Committee

**Date of Meeting**

21 October 2024

**Agenda item:**

**7.1**

**Section 1 - Policy / Procedure Information**

<b>Policy / Procedure Title</b>	Appraisal and Revalidation Policy – UKPHR
<b>Policy Lead</b>	Ruth Tofton
<b>Lead Executive</b>	Prof Fu-Meng Khaw
<b>PHW / All Wales?</b>	PHW
<b>Date of last Review</b>	Not Applicable – this is a new Policy/Procedure
<b>Is the current policy / procedure within review date?</b>	Not Applicable – this is a new Policy/Procedure
<b>Approving Body /Group</b>	People and Organisational Development Committee
<b>Version Number</b>	1

**Section 2 - Recommendation**

That the People and Organisational Development Committee:

- Consider the Appraisal and Revalidation (UKPHR) Policy, (Appendix 1) and the Equalities Impact Assessment (Appendix 2)
- **Note** that the Leadership Team considered and endorsed the Policy to the Committee on 15.10.24
- **Approve** the Appraisal and Revalidation (UKPHR) Policy.

<b>Section 3 – Details of the Review:</b>	
<b>Background:</b>	
<b>Reason for review</b>	This Policy has been drafted following the recent review by UKPHR of their appraisal and revalidation process. An All Wales Appraisal Policy is in place for GMC/GDC registrants and UKPHR specialist registrants are required to have a similar process in place.
<b>Description/Assessment</b>	The UKPHR has conducted a thorough review of the revalidation process for all UK specialist registrants.  This process aligns with the GMC process and PHW requires all specialist registrants to adhere to the revalidation process as a condition of their employment.
<b>Consultation</b>	
Has this Policy / Procedure been through the appropriate 28 day consultation process?	Yes
Date range of consultation:	17 July – 21 August 2024
Please provide details of any feedback received and outline what changes if any were made to the document as a result:	No feedback was received
Had this policy / procedure been considered by any other groups?	Considered by the Leadership Team on 19.09.24. Comment received around a tracked change in the policy. This has been addressed in the updated policy. The Leadership Team re-considered and endorsed the policy on the 15.10.24.

<b>Section 4 - Impact Assessments</b>	
<b>Equality and Health Impact Assessment</b>	An Equality and Health Impact Assessment was conducted. There were no issues identified during the assessment process.
<b>Welsh Language Impact</b>	The Policy / Procedure will be translated in to Welsh and will be available on the internet bilingually.
<b>Risk and Assurance</b>	Appraisal is a regulatory and contractual process and the policy mitigates any risks and provide assurance in relation to doctors with PHW as their Designated Body.
<b>Health and Care Standards</b>	This Policy and Procedure supports and/or takes into account the Health and Care Standards for NHS Wales Quality Themes

	Theme 3 - Effective Care
	Theme 7 - Staff and Resources
	Choose an item.
<b>Financial implications</b>	There are no financial implications to this policy being adopted.
<b>People implications</b>	No impact on workforce or staff survey plans as this policy requirement is a regulatory one as well as contractual.
<b>Socio Economic Duty</b>	No implications

<b>5 - Implementation</b>		
<b>Implementation plan (with timescales)</b>		
Next steps	Timescale	Responsible officer(s)
Issue for Consultation	28 days	OMD Team/BBU
Progress to PODC for final approval	October 2024	OMD Team/BBU
Once approved, arrange for dissemination and publication via the OMD Intranet SharePoint page	October 2024	OMD Team
Publish on the PHW Policies and Procedures webpages	October 2024	OMD Team/BBU

<b>6 - Dissemination</b>
The primary source for dissemination of this document 'Appraisal and Revalidation Policy – UKPHR' within the Organisation, wider community and our partners will be via the internet site.