Appointment of Performance Assessors

Information for Applicants

January 2020
Contents

What does Fitness to Practice directorate do? ......................................................... 3
Performance Assessments ....................................................................................... 3
Role Requirements .................................................................................................. 3
What is the time commitment? ............................................................................... 4
Fees and expenses ................................................................................................... 5
How do I apply? ....................................................................................................... 5
The appointment process ....................................................................................... 6
Equality and Diversity is important to us ............................................................. 7
What does the Fitness to Practice Directorate do?

1. Our Fitness to Practise Directorate investigates and acts on concerns about doctors.

2. When a serious concern is raised about a doctor's behaviour or the way they do their job, we assess whether we need to investigate it. We usually investigate cases where the doctor is putting the safety of patients, or the public's confidence in doctors, at risk.

3. As part of our investigations we collect and review evidence, dependent upon the concerns this can include expert reports, performance assessments or health assessments.

Performance Assessment

4. A performance assessment may be undertaken when there are concerns about a doctor’s professional performance; working as part of a team you’ll provide the GMC with an independent opinion regarding the doctor’s current fitness to practise.

5. The assessment team will consist of a team leader, one or two medical assessors and one lay assessor. The medical assessors are practising doctors who work in the same area of medicine as the doctor who is being assessed.

6. The assessment team must write a report for the GMC which must include an opinion on the doctor’s fitness to practise. Where it is necessary to ensure patient safety, the team will also recommend restrictions to the doctor’s practice. In a small percentage of cases, teams find that they have to recommend that the doctor should be erased from the medical register. Senior GMC decision makers will use the report to help them decide how to progress our investigation. They can decide to:

- conclude the case with no further action
- refer to the Medical Practitioners Tribunal Service for a hearing
- agree undertakings with the doctor
- issue a warning.

Our website includes an overview of the assessment process and more information about the role of a performance assessor.

Role Requirements

7. If you are a permanent or temporary member of GMC staff, you are not eligible to apply for an associate role as this would be deemed a conflict of interest with your...
contract as an employee and a contract for services as an associate. If you have any concerns about this, please speak to a member of the Associate Services team.

8 We are looking to recruit medical assessors across all areas of medicine, but in particular from the following specialties:

- General Adult Psychiatry
- Old Age Psychiatry
- General Practice
- Radiology
- Gastroenterology
- General Medicine
- Geriatric Medicine
- Emergency Medicine
- Anaesthetics

9 You must be;

- Currently working in clinical practice or have done so within the last 12 months
- A senior independent decision maker, such as a Consultant or GP
- Experienced in supervising junior doctors
- Fully registered with a Licence to Practise
- In good standing with the GMC and act in line with the principles of Good Medical Practice.

**What is the time commitment?**

10 We would expect that all performance assessors are able to commit to a minimum of two performance assessments per year. The time commitment for each assessment runs from between three days and seven days, case dependant. The assessments will require travel to anywhere within the UK.
11 You may be required to attend a Medical Practitioners Tribunal hearing to give evidence about reports you have submitted as part of a performance assessment team.

12 Medical assessors are required to attend a day’s refresher training every 2 years.

**Fees and Expenses**

13 A medical assessor is paid £450 per day. A fee of £350 is paid for training/induction days.

14 Assessors will be eligible to claim travel and subsistence expenses in accordance with the current Associates Expenses Claim Policy and Procedure. All travel and accommodation is booked through the GMC’s travel booking system which will ensure that appropriate discounts may be applied to travel arrangements.

15 The GMC classes this associate role as a joint data controller. This is because you will make, or advise on the making of, very important decisions about a doctor’s professional future and receive a considerable amount of information relating to an individual’s health and allegations of serious wrongdoing. You will also have a degree of control and autonomy in relation to the processing of personal data.

16 If successful we will set out more information on this to you, and you will have a personal and legal obligation to register with the Information Commissioners Officer (ICO). Registering involves you paying a fee in the region of £40.

**How do I apply?**

17 You will need to complete an online application form and submit it electronically by midnight on the **6 April 2020**. Late applications will not be accepted.

18 Shortlisting will be completed in two phases. Applications received between 6 January and the 3 February 2020 will be notified of an outcome on the 19 February. Applications received after the 3 February, will be notified of an outcome on the 23 April. **We advise that you submit your application as soon as possible so we can accommodate your preference for the induction training if successful.**

19 Our shortlisting process is anonymous, so personal/identifying information will not be provided to the shortlisting panel.

20 The online application form requires you to demonstrate that you have the necessary skills and knowledge to undertake the role. Please refer to the ‘Guidance notes making the most of your application’ for further information.

21 Your application will be marked on the ‘Reasons for Application,’ and all three core competency questions set out below.
**Reason for application**

You must express a real interest in the work carried out by performance assessment teams and the work of the GMC.

**Core competencies**

You must demonstrate that you meet the following three competencies by responding to the following situations:

*Decision making and sound judgement*

Please describe a situation where you have had to assess or address someone else’s performance and how you ensured your judgement was fair and justifiable.

*Communication Skills*

Please describe a situation where you have worked collaboratively as part of a team but have had differing opinions with others on that team. How did you work to resolve those differences in order to reach an outcome?

*Equality, diversity and fairness*

Thinking specifically of an example relating to diverse groups, please provide an example of when you needed to take the needs of an individual into account in order to carry out your role fairly?

**The appointment process**

22 The appointment process will be carried out in line with the GMC’s recruitment processes. Appointees must satisfactorily attend and successfully complete induction training. Shortlisted candidates will be expected to attend a 2 day induction training course. You will be expected to attend one of the following sessions;

- 30th April-1st May 2020 in Manchester
- 11th-12th June 2020 in London.

We pay an attendance fee of £350 per day.
23 Appointment is conditional on the outcome of the induction training, receipt of satisfactory references and a satisfactory basic criminal background check.

24 We will monitor your work throughout your first performance assessment and you will be subject to a 360 feedback on all future assessments. If standards are not met, the GMC reserve the right to terminate your contract without notice.

25 GMC associates work under a Contract for Services - they are not employees. We engage associates because of their special knowledge and expertise.

**Equality and diversity is important to us**

26 We are committed to being fair and meeting our legal responsibilities under the Equality Act 2010. We will not discriminate against anyone on the grounds of a 'protected characteristic' when making appointments.

27 We are fully committed to making the appointment process accessible at all stages for any applicants with a disability or other specific requirements. This may include providing application forms in an alternative format or making adjustments to the interview process. Please contact Associate Services if you would like to discuss your requirements in more detail.

28 In appointing performance assessors, we will have regard to the need for diversity of skills and speciality expertise in our pool of assessors.

*Latest update December 2019*

* The nine ‘protected characteristics’ under the Equality Act 2010 are age, disability, sexual orientation, religion and belief, race, sex, gender reassignment, marriage and civil partnership, and pregnancy and maternity.