INDEPENDENT DOCTORS FEDERATION (IDF)

Terms of Reference
IDF Revalidation, Appraisal and clinical Governance (RAG) Committee

Committee name and type
The Revalidation, Appraisal and clinical Governance (RAG) Committee is a standing committee of the IDF

Purpose
The RAG Committee’s purpose is to provide support and guidance to the IDF Responsible Officer with regards to how the duties outlined in the Responsible Regulations should be discharged

Scope
(a) to offer guidance on proposed changes to the IDF Medical Appraisal, Revalidation and Responding to Concerns Policies

(b) to assess the number of trained IDF appraisers against predicted appraisal volume in order to determine when to arrange a new wave of appraiser training

(c) to discuss suitable topics for the external element of the annual round of Appraiser Review Workshops

(d) to review appraisee feedback and consider any recommendations for process or policy change

(e) to offer support and guidance to the Responsible Officer with regards to any appraiser disciplinary issues, with members taking part in an advisory panel when required

(f) Review of external quality assurance information

(g) Review of external documents pertaining to appraisal, revalidation and the wider clinical governance agenda

Authority
The RAG Committee reports information to the Executive Committee which in turn reports appropriately to the Board of Governors. Ultimate responsibility for the RAG Committee’s scope lies with the Responsible Officer.

January 2019
Membership

- The RAG Committee is chaired by the Responsible Officer. Other members of the Committee are identified by the Chair and agreed by the Executive Committee.
- The RAG Committee must contain a minimum of 2 lay members.
- The term of office for all members other than the Responsible Officer and the Revalidation Director is 3 years and may be extended for a further 3-year period.
- The Chair may invite guest speakers or individual experts to attend for discussion purposes.
- A quorum shall be not less than 5 members.

Meeting arrangements

The RAG Committee shall meet no fewer than 3 times a year.

Resources and budget

The offices of the IDF are available to host meetings and light refreshments are provided by the IDF. The resources for the Responsible Officer to discharge the duties as outlined in the Responsible Officer Regulations must continue to be made available by the IDF.

Annual Self-Assessment

The Committee will undertake a self-assessment of its performance annually by evaluating its activities against these terms of reference. The Committee will recommend any changes to its terms of reference to the Board of Governors.