

MEMBERS COMPENDIUM



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1. Document Control

1.1. Confidentiality Notice

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1.2. Document Details

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3	01/11/2024	TCWJ/SG	Board	



2. Definitions and Descriptions

2.1 WJ HEALTHCARE LTD (WJH)

GMC registered Designated Body to which doctors apply for membership status or connection. Membership applications are reviewed by the Responsible Officer and WJH Board.

Company Name: WJ Healthcare Ltd

Company Number: 12164513 Incorporated: 19/08/2019

2.2 DESIGNATED BODY (DB)

WJH is a registered Designated Body and recognised by the G.M.C and NHS England. A Designated Body is an organisation that a UK licensed Doctor has a professional, educational or employment connection with. The DB (WJH) will provide the individual Doctor with support for appraisal and revalidation, in addition to clinical governance oversight.

2.3 RESPONSIBLE OFFICER (RO)

A Responsible Officer is a senior doctor, formally appointed by The Board of a Designated Body (WJH), who oversees the conduct, monitors performance and evaluates fitness to practice for doctors linked to that organisation. At WJH the RO is responsible for ensuring that the Doctor members, whom the RO acts for in this nominated capacity, continue to practice safely and are properly supported and managed in maintaining their professional standards.

The RO has the important statutory role of medical regulation for WJH, as outlined in the <u>Medical Profession (Responsible Officer) Regulations</u> that came into effect in 2010 and were subsequently amended in 2013. The RO is accountable for the local clinical governance processes at WJH and focuses on the conduct and performance of connected member doctors.

The Responsible Officer for WJH is Dr Santiago Giavedoni (GMC: 7056742).





2.4 WJH MEMBERS

This refers to doctors who have successfully completed the WJH membership process and confirmed their agreement to comply with ongoing membership requirements by signing our employment or contractor's contract. Members will be connected to WJH via the GMC Connect portal and be given access to the WJH Clinical Governance framework, which includes the appraisal and revalidation process.

2.5 DOCTORS APPRAISAL

As defined by NHS England:

Medical appraisal is a process of facilitated self-review supported by information gathered from the full scope of a doctor's work. It is a protected time, once a year, for each doctor to focus, with a trained colleague, on their scope of work. This includes:

- Looking back at achievements and challenges and lessons learnt, including reviewing the previous year's personal development plan objectives.
- Looking forwards to their aspirations, learning needs and the recording of new personal development plan objectives.

The WJH appraisal process:

WJH has numerous trained and experienced medical appraisers, who undertake an annual meeting with WJH member doctors to complete the appraisal process. A detailed and structured outcome report is produced that includes a Person Development Plan (PDP) that outlines learning objectives for the member Doctor to work towards in the upcoming year. The process can be completed face to face or virtually and tends to last around 2 hours.

The GMC has provided guidance on ways to support your appraisal process in their 'Guidance on supporting information for appraisal and revalidation'.







2.6 WJH APPRAISAL SERVICE

WJ Healthcare has a dedicated appraisal service, headed up by an appointed appraisal and revalidation lead who oversees the organisation, delivery and quality assurance of the appraisal processes at the Designated Body.

Appraisal & Revalidation Lead: Mrs Aline Watcyn-Jones

Email: appraisals@wjhealthcare.co.uk

Website: wjhealthcare.co.uk

Tel: 03337 723 242 (Option 2)

2.7 REVALIDATION

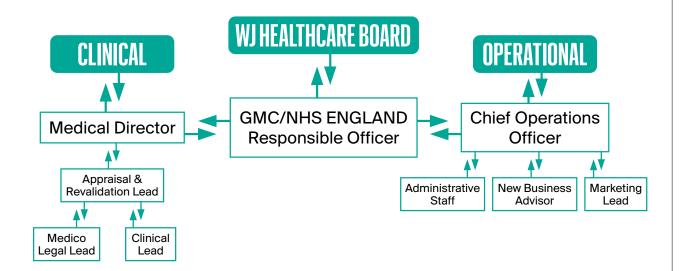
Is the process in which doctors confirm to the GMC that they are fit to practice and have met the requirement to successfully renew their license to practice. A revalidation cycle is five years and it is the duty of doctors to evidence continuous engagement in the four domains outlined in the updated Good Medical Practice 2024. The RO will submit a recommendation to The GMC largely based on five year's worth of appraisal evidence.

The revalidation process applies to all licensed doctors in the UK, working either in the NHS or the Independent sector.



3. WJ Healthcare Services / Structure / Team

3.1 SCHEMATIC: CORPORATE AND CLINICAL STRUCTURE INCLUDING REPORTING LINES



3.2 OVERVIEW OF WJ HEALTHCARE SERVICES

A full list of services provided by *WI Healthcare Services and Structure Overview*. A summary of the current services offered include:

- An Independent Healthcare Provider
- Medico-Legal Services Provider
- NHS Insourcing Services Provider
- Medical Relicensing Services Provider
- Doctors Membership Services





3.3 KEY TEAM MEMBER

Fit & Proper Persons Framework

WJ Healthcare is committed to concordance with NHS England's guidance on ensuring all senior management and leadership positions follow The Fit and Proper Person Test framework (FPPT),

'NHS England has developed a Fit and Proper Person Test (FPPT) framework in response to recommendations made by Tom Kark KC in his 2019 review of the FPPT (the Kark Review). This also takes into account the requirements of the Care Quality Commission (CQC) in relation to directors being fit and proper for their roles '.

Responsible Officer: Dr Santiago Giavedoni (GMC 7056742)

Dr Giavedoni is an experienced Respiratory Physician and expert in bronchoscopy, clinically he is an integral member of The NHS Lothian Respiratory Team. He has a specialist interest in medical licensing and revalidation and has worked with WJ Healthcare since its inception, and as such, is now a highly experienced Responsible Office with expertise in ensuring all doctors connected to him have excellent clinical governance oversight. Dr Giavedoni prides himself on adhering to all legislative recommendations outlined by the GMC and NHS England.

Medical Director: Mr Thomas Watcyn-Jones. MBChB, MSc, MRCS ed FRCS Urol (GMC 6144683)

Mr Watcyn-Jones is a Consultant Urologist, GMC / NHS England Responsible officer, GMC / NHS England Higher Level Responsible Officer Appraiser and an NHS Educational Supervisor. Clinically he works as a Consultant Urologist at NHS Highlands and has developed a specialist interest in medical licensing and revalidation. Mr Watcyn-Jones has been an Appraiser since the inception of revalidation, and a Responsible Officer for a number of Designated Bodies. He, along with the support of his wider team, oversees clinical governance and supports operational processes at WJ Healthcare.

General Manager: Jacques Horn Bcom Hons, Acc

Jacques is an experienced General Manager with a background in accounting and service delivery. He oversees the HR department at WJ Healthcare and is always on hand to answer general and specific enquiries.





Appraisal and Revalidation Manager: Aline Watcyn - Jones (Needs qualifications)

Aline is WJ Healthcare's first link for all member doctors requiring support and guidance with their appraisal processes. Her background managing busy TV and film sets has provided her with the excellent interpersonal and communication skills required to assist Member doctors in achieving the best out of their appraisal process. Aline has a degree in Arts and Textiles and as such is well placed to take a holistic and well-rounded approach to managing our doctors.

Lynn Biddulph: Chief Operational Officer

Lynn has over 30 years of Marcomms experience in the tech sector, collaborating with prestigious brands such as the BBC, Warner Bros, Sony and Microsoft. She successfully ran her own business for more than eight years, demonstrating a strong ability to bring strategic management expertise to the table. Lynn excels at building and sustaining relationships, driving new business opportunities, leading high-performing teams, and optimising operational systems.

3.4 CONTACT INFORMATION

Role	Name	Email	Telephone
Responsible Officer	Dr S Giavedoni	admin@wjhealthcare.co.uk	03337723242
Medical Director	Mr T Watcyn-Jones	tom@wjhealthcare.co.uk	03337723242
General Manager	Mr Jacques Horn	admin@wjhealthcare.co.uk	03337723242
Appraisal & Revalidation Manager	Mrs Aline Watcyn-Jones	Appraisals@wjhealthcare.co.uk	03337723242
Chief Operational Officer	Mrs Lynn Biddulph	info@wjhealthcare.co.uk	03337723242



4. Equality, Diversity and Inclusion Statement

WIH is committed to encouraging equality, diversity and inclusion among our workforce and members, with the essential purpose of eliminating unlawful discrimination. The aim is for our workforce and members to be truly representative of all sections of society and to feel respected and able to give their best.

All members of WJH have the right to equal opportunities, that include but are not limited to, access to appraisal and revalidation pathways, sitting on executive boards and committees, utilising support packages, and involvement in education programs.

WJH members are mandated to complete equality and diversity training at least twice per five-year revalidation cycle. Further information can be found in WJ Healthcare Equality and Diversity Policy Document.

5. WJ Healthcare Members Organisation

Membership to WJ Healthcare is required to be eligible to provide any of the services outlined in section 3.2 of the Members Compendium.

The role of WJ Healthcare as a member's organisation is to facilitate and formalise the clinical governance framework of all connected doctors. All member doctors are mandated to engage in the governance processes.

At the core of WJ Healthcare's membership division is a commitment to education, a whole scope appraisal process, education and training and support.

WJH is a GMC and NHS England recognised company with an appointed Responsible Officer – **Dr S Giavedoni (GMC: 7056742)**.

WJH has registered central offices at 7 The Precinct, Cheadle Hulme, Manchester, SK8 5BB. Contact: admin@wjhealthcare.co.uk

WJH offers a clinical governance framework to all connected members, who work both in the Independent and National Health Service sectors. This includes, but is not limited to, annual medical appraisals and support, as well as a centralised complaints pathway.

WJH has appointed Mr T Watcyn-Jones (GMC: 6144683) as the Medical Director



6. Membership Requirements

All doctors seeking membership to WJH are required to meet both the entry specifications, as well as the ongoing requirements, which are audited and reviewed by the WJH Human Resources and Compliance team.

6.1 ENTRY SPECIFICATIONS FOR MEMBERSHIP TO WJH

- Hold full GMC registration with license to practice
- Hold full and appropriate medical indemnity
- Have no undisclosed GMC sanctions or fitness to practice issues
- Hold two current and appropriate Medical References
- Hold U.K working status eligibility
- Not breach WJ Healthcare disqualification criteria
- Have a written complaints process in place
- Return a signed WJH Complaints Declaration document annually
 - Hold CQC registration if required (CQC Policy)
 - Provide most recent completed appraisal

6.2 ONGOING REQUIREMENTS FOR MEMBERSHIP TO WJH

- Engage in the annual appraisal process
 - Take an active role in WJ Healthcare Governance processes.
- Maintain a full and appropriate medical indemnity
- Inform WJ Healthcare Governance Team immediately of any new complaint or GMC investigations
- Inform WJ Healthcare Governance Team immediately of any new criminal convictions
 - Complete and sign annual Probity Declaration Statement
- Complete safeguarding, BLS and diversity and equality training twice within a 5-year revalidation cycle
- Update WJ Healthcare of any change in disqualification criteria status within 48 hours
- Complete an independent patient and colleague MSF exercise every 5 year revalidation cycle
- Keep up to date with membership subscriptions
- WJ Healthcare is permitted, in confidence, to contact the GMC or any other statutory body responsible for ensuring patient safety and doctor conduct, without prior permission from the member. However, permission will always be sought where possible.





Applications for membership to WJ Healthcare will be reviewed in a non-discriminatory manner by the WJH Responsible Officer and Revalidation Team and are not open to appeal.

WJ Healthcare members agree to the ongoing membership requirements outlined in section 6.2.

7. Codes of Conduct

All members of WJ Healthcare are mandated to practice in accordance with guidance outlined in the GMC's 'Good Medical Practice' guidance document.

All WJ Healthcare members must act with integrity and treat colleagues, patients and staff politely. All WJ Healthcare members and staff have the right to work in an environment free from abuse. Threatening, abusive or offensive behaviour will not be tolerated.

8. Complaints Process

This section should be read in conjunction with the 'WIH Complaints and Responding to Concerns' Policy

8.1 REQUIREMENTS OF WJ HEALTHCARE MEMBERS

- WJ Healthcare members are required to have an active and robust local written complaints process in place. This must outline the process clearly including timelines.
- WJ Healthcare members must review their complaints process regularly.
- WJ Healthcare members must sign and return the WJ Healthcare Probity Declaration Statement.
- If a WJ Healthcare member is obligated to use an alternative complaint mechanism, as part of practicing privileges for example, then details of this process must be provided to the WJ Healthcare HR team for review within 28 days of successful membership.





8.2 WJ HEALTHCARE COMPLAINTS PATHWAY

- WJ Healthcare has a structured centralised three stage *Complaints Process* that can be accessed by any WJ Healthcare member who do not have access to an appropriate mechanism.
- WJ Healthcare will fully reviewall complaints from members and patients treated by WJ Healthcare members and employees.
- WJH may seek to use the Independent Sector Complaints Adjudication service. Any and all fees for this will be the responsibility of the connected member to meet.

8.3 MAKING A COMPLAINT OR RAISING A CONCERN

Access to WJ Healthcare Complaints & Responding to Concerns policy, along with raising a complaint or concern can be via the following:

- a. Telephone: 03337 723 242 (Option 3)
- b. Email: admin@wjhealthcare.co.uk
- c. Written: Complaints Dept, 7 The Precinct, Cheadle Hulme, SK8 5BB
- d. In Person: Arrange a meeting via admin@wjhealthcare.co.uk

8.4 POINT OF CONTACT

WI Healthcare has an appointed Complaints and Raising concerns manager. If you are struggling to access the complaints and raising concerns processes, please forward all correspondence to:

Mrs Lynn Biddulph: info@wjhealthcare.co.uk



9. Raising Concerns

9.1 GENERAL PRINCIPLES:

The principles and approach by WJ Healthcare to any and all concerns raised, are rooted in the recommendations and guidance provided in - <u>Maintaining High Professional Standards in The NHS</u>.

WJ Healthcare has a *Complaints & Responding to Concerns Policy* that is available to all members, employees and patients. The aim of this policy is to provide a lawful, non-discriminatory and fair approach to responding to concerns surrounding doctors conduct, with the view to ensure patient safety at all times.

WJ Healthcare will actively encourage a culture of honesty, learning and improvement. We have processes in place to support members in reporting adverse incidents, near misses, and in being open and honest with patients if something goes wrong with their care. These include:

- Access to the WJ Healthcare Central Complaints process (see section 8).
- Access to patient feedback tools and opportunity to reflect on these.
- Access to the annual appraisal process, including significant events and complaints review.

WJ Healthcare encourages a culture of honesty and will support members in giving sincere and open feedback of colleagues. There are systems and processes in place to make sure that any workplace issues raised are addressed fairly. Whistle blowers will be protected by the provisions of the Public Interest Disclosure Act 1998.

WJ Healthcare will ensure that following an outcome of any complaint or concern that has been raised, a meeting will be arranged to offer opportunities for learning and improvement. In addition to this, we will ensure that ongoing support is offered.

9.2 COMPLAINTS OR CONCERNS REGARDING WJ HEALTHCARE EMPLOYEES:

Complaints regarding any members of WJ Healthcare, including employees, should be provided via the modalities mentioned in Section 8 to the Complaints Manager (contact details section 8.4). This will trigger the complaints process in keeping with the WJ Healthcare complaints processes and policies.



10. Data Security

WI Healthcare stores and handles personal data of member doctors, and as such, is mandated to comply with regulations outlined in the Data Protection Act 2018.

This section should be read in conjunction with the WJ Healthcare Data Security Policy Document.

Support is provided to all WJ Healthcare members, with a particular focus on promoting good online privacy health.

WJ Healthcare has Mr Jacques Horn as its controller, he can be contacted at admin@wjhealthcare.co.uk

11. The Appraisal Process

This section should be read in conjunction with the 'WI Healthcare Appraisal and Revalidation' Policy

11.1 WJ HEALTHCARE APPRAISAL PROCESS OVERVIEW:

WJ Healthcare has a structured appraisal process in keeping with the GMC and NHS Principles. Two useful documents we would direct WJ Healthcare members to, are:

- a. Guidance on supporting information for appraisal and revalidation
- b. NHS England Medical Appraisal Policy

More...





11.2 WJ HEALTHCARE APPRAISERS

WJ Healthcare employs fully trained, experienced and quality assured appraisers to carry out appraisals for WJ Healthcare members connected to the Designated Body. These appraisers are required to:

- Complete a formal and recognised Appraiser Trainer Course.
- Complete annual training and ongoing professional development specific to their appraisal role and actively discuss and reflect on these during their own appraisal.
- Review feedback provided by WJ Healthcare and reflect upon outcomes at their appraisal.
- Adhere to the WJ Healthcare Appraisal and Revalidation Policy

11.3 APPRAISAL QUALITY ASSURANCE

WJ Healthcare quality assures the appraisal process and appraisals to ensure a high standard. To do this WJ Healthcare utilises the <u>Appraisal Summary and PDP Audit Tool</u>.

11.4 APPRAISER EDUCATION & TRAINING

There is clear guidance from NHS England on education and training specifications to Medical Appraisers provided in the <u>'Training Specification for Medical Appraisers in England'</u> document. WJ Healthcare is concordant with all these principles as it pertains to its appraisers education and training.

WJ Healthcare offers its appraisers:

- Access to the Appraisal and Revalidation Lead
- Funding for annual refresher training (mandated)
- Annual WJ Healthcare appraiser meeting
- ASPAT outcome reports
- Appraisee feedback outcome reports





11.5 APPRAISAL PLATFORM

To deliver the organisations appraisals, WJ Healthcare uses the License to Practice software, which is simple to use, moderated and confidential. This is provided to all WJ Healthcare members. Training is provided to all doctors and overseen by the WJ Healthcare Appraisal General Manager (section 11.9).

11.6 ARRANGING YOUR APPRAISAL

This is outlined in detail in the WJ Healthcare Appraisal and Revalidation policy document. A summary of this is as follows:

- WJ Healthcare appraisal team will appoint an appraiser well in advance of a member doctors appraisal month.
- Appraiser and appraisee will be provided with agreed contact details and be responsible for arranging a mutually agreeable time and setting for an appraisal.
- An appraisal outcome report will be produced and agreed by appraisee
- A completed appraisal will be submitted to the Responsible Officer team
- Appraisal feedback will be requested and reviewed.

11.7 APPRAISAL SUPPORT FOR APPRAISEES

WJ Healthcare has an appointed Appraisal General Manager (section 11.8) who is available to provide personal and individualised appraisal support to member doctors and are encouraged to utilise this.

WJ Healthcare members are encouraged to utilise GMC and NHS guidance on Appraisal and revalidation.

WJ Healthcare has produced a comprehensive practical summary document titled Healthcare Practical Guide to the Appraisal Process, designed to identify key areas to support our doctors through a meaningful appraisal.

More...



11.8 RAISING CONCERNS ABOUT APPRAISAL PROCESS AND / OR APPRAISER

WJ Healthcare takes all complaints and concerns regarding the appraisal seriously and encourage appraisees or appraisers to highlight these to our Appraisal General Manager (section 11.8)

11.9 POINT OF CONTACT

Appraisal and Revalidation Manager: Mrs Aline Watcyn-Jones

email: appraisals@wjhealthcare.co.uk

Tel: 03337 723 242 (Option 2)

12. Revalidation

This section should be read in conjunction with the 'WI Healthcare Appraisal and Revalidation' policy

12.1 REVALIDATION PRINCIPLES

- 'Medical revalidation is the process by which the General Medical Council (GMC) confirms the continuation of a doctor's licence to practise in the UK. All doctors who wish to retain their licence to practise need to participate in revalidation.' (NHS England)
- Revalidation is based on WJ Healthcare's appraisal and revalidation teams' evaluation of doctors' practice.
- The WJ Healthcare Responsible Officer makes a recommendation about the doctor's fitness to practise to the GMC. The recommendation will be based on the outcome of the doctor's annual appraisals over the course of five years, combined with information drawn from the organisational clinical governance systems.
- Following the responsible officer's recommendation, the GMC decides whether to renew the doctor's licence.





12.2. WJ HEALTHCARE REVALIDATION PRINCIPLES

- All WJ Healthcare members will hold a license to practice and engage in the appraisal and revalidation process.
- WJ Healthcare will ensure the process is reflective and positive and adds value to a members practice. WJH will strive to reduce unnecessary and burdensome bureaucracy where possible.
- WJ Healthcare members are required to engage in an annual Medical Appraisal, which is centered around the GMC core guidance on Good Medical Practice.

12.3 HOW TO ACHIEVE SUCCESSFUL REVALIDATION

- To revalidate, WJ Healthcare members must consistently demonstrate and reflect on their engagement in the four domains outlined for successful revalidation, which are: 1.) Knowledge, skills and development 2.) Patients, partnership and communication 3.) Colleagues, culture and safety 4.) Trust and professionalism. A detailed description of these can be found in 'The Good Medical 2024'.
- WJ Healthcare members will complete an annual appraisal
- WJ Healthcare members will complete mandatory training and Basic Life Support every two years.



13. Education and Training

13.1.WJ HEALTHCARE EDUCATION AND TRAINING PRINCIPLES

This section should be read in conjunction with WJ Healthcare Practical Guide to the Appraisal Process

- It is the responsibility of all member doctors to maintain and improve their knowledge and skills and this makes up one of the four domains required for successful revalidation. The majority of this will be made up of personally organised CPD activities.
- WJ Healthcare actively supports members' ongoing learning and encourages dialogue with our educational advisors to assist in identifying appropriate courses for continuous improvement.
- All members are required to complete Basic Life Support training at least twice per revalidation cycle. Some specialties will require more frequent training, as specified in individuals local practice policies. Specific requirements and course recommendations are outlined in the WJ Healthcare Practical Guide to the Appraisal Process.

14. Disqualification Criteria

14.1 DISQUALIFICATION STATEMENT

When a member Doctor is found to be in breach of the principles outlined in the *WJ Healthcare Member Compendium*, then they will be supported in remediating any and all short fallings.

If remediation is not possible then the membership to WJ Healthcare will be revoked along with the ability to provide any of the services outlined in section 3.2

14.2 APPEALING DISQUALIFICATION

If a disqualified member wishes to appeal this outcome, then a formal written appeal needs to be sent to the WJ Healthcare Board for review. This will be assessed in alignment with the WJ Healthcare appeals process.



15. Resignation of Membership

WJ Healthcare members can resign at any point, with one month's notice, to appropriately prepare any and all information required for transfer to new Designated Body and Responsible Officer.

16. Duty of Candour

WI Healthcare supports you in your Duty of Candour responsibilities as outlined in the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014.

WJ Healthcare members must be open and honest with patients when something goes wrong with their treatment or care causes, or has the potential to cause, harm or distress.

This means that healthcare professionals must:

- Tell the patient (or, where appropriate, the patient's advocate, carer or family) when something has gone wrong
- Apologise to the patient (or, where appropriate, the patient's advocate, carer or family)
- Offer an appropriate remedy or support to put matters right (if possible)
- Explain fully to the patient (or, where appropriate, the patient's advocate, carer or family) the short and long term effects of what has happened.

WI Healthcare members must be open and honest with their colleagues, employers and relevant organisations, and participate in reviews and investigations when requested. They must also be open and honest with their regulators by raising concerns when appropriate. Additionally, they should support and encourage each other to be open and honest and not stop anyone from raising concerns.

WJ Healthcare systems or processes are in place to allow for:

- Lessons to be learnt from analysing adverse incidents and near misses
- Lessons to be shared with the healthcare team
- Concrete action to follow on from learning
- Practice to be changed where needed



17. Connecting To WJ Healthcare as a Designated Body

This section should be read in conjunction with WJ Healthcare Designated Body Connection Policy

17.1 FINDING AN APPROPRIATE CONNECTION TO A DESIGNATED BODY

- Guidance on finding an appropriate Designated Body is set out by the GMC, they have published a useful tool to help you with this.
- The Department of Health is legally responsible for determining which organisations are required to be a Designated Body and, therefore, must employ a Responsible Officer, as outlined in the Medical Profession (Responsible Officer) Regulation 2010.

17.2 WJ HEALTHCARE AS A DESIGNATED BODY

■ Under Part 2, Section 25 of the <u>Medical Profession (Responsible Officer) Regulation 2010</u>
WJ Healthcare is:

'An organisation that employs or contracts with doctors who are engaged in the provision of treatments for disease, disorder or injury by, or under, the supervision of a medical practitioner.'

■ This fact was confirmed by NHS England on the 17th of January 2024.







17.3 PRACTICAL IMPLICATIONS TO WJ HEALTHCARE

WJ Healthcare members can connect to WJ Healthcare as a designated body if they meet all the following specification:

- **Do not** have a more appropriate connection to a Designated Body as outlined by the GMC Connection tool.
- **Do have** a signed contract in place with WJ Healthcare to provide any of the services outlined in section 3.2 of this Members Compendium
- Have agreed to all terms set out in the WJ Healthcare Members Compendium

17.4 CHANGE OF CIRCUMSTANCES

■ WJ Healthcare members are mandated to inform their Designated Body connection team at admin@wjhealthcare.co.uk if any of the circumstances in section 17.3 change.



MEMBERS COMPENDIUM