

GLOUCESTERSHIRE SUPPORT PANEL

TERMS OF REFERENCE

Aims & Objectives

Aim

To support the process of identifying, assessing and managing clinical performance issues arising in GPs in Gloucestershire.

Objectives

- To ensure ready access to the panel (including self-referral) by raising awareness of the panel's role
- To treat all cases in strict confidence unless the panel agree that there is sufficient cause for concern that other organisations need to be informed
- To support clinical governance leads in each PCT with respect to GP performance issues in their PCTs.
- To ensure consistency across Gloucestershire in managing poor performance by:
 - Assessing and advising on all cases referred to the panel
 - Making recommendations for action
 - Regularly reviewing progress made on cases identified as requiring action and follow up.
- To adopt an educational/developmental approach to addressing poor performance, rather than a disciplinary one, wherever possible.
- To develop appropriate links with other organisations involved in performance issues for GPs, e.g. PEC chairs and/or named person for PCTs and NCAA respectively.

Membership

The Panel shall consist of 11 members, made up as follows: -

- GP Educationalist (1)
- Clinical Governance lead for each PCT (3)
- 1 LMC Representative from each PCT area (3) + the Chair of the LMC to act as deputy.
- One lay member identified from the non-executives of the 3 PCTs - each PCT shall nominate a lay member, all 3 are not required to be present for every panel meeting.
- Director of Public Health (DPH) for Cheltenham & Tewkesbury who shall chair the panel. (1)

The Panel shall reserve the right to co-opt up to two GPs or other individuals whose presence is felt necessary either on a regular or short term (case-

specific) basis. Members are encouraged to serve for a minimum of a year, longer to maintain continuity and consistency.

Meetings

The panel shall meet quarterly on a routine basis to discuss:

- Generic training and development issues (for panel members)
- Progress with ongoing cases
- Review working of the panel

The panel shall also meet as and when required to deal with urgent issues relating to poor performance. Any member of the panel may request the panel to be convened. No quorum is required for these meetings.

The DPH will co-ordinate the meeting (or in her absence a named deputy).

Resources

Each PCT is expected to provide resources required to address poor performance issues arising in GPs in their own locality, including support panel meetings convened to assess and review a particular GP's performance issues.

Resources to support the routine work of the panel (e.g. training and expenses) will be provided on a countywide basis, drawn from a budget to which all 3 PCTs have contributed and which is held at Cheltenham & Tewkesbury PCT.

Review Date: These Terms of Reference shall be reviewed in December 2003.

December 2002