



Appointment to the Performance Assessor Sub- committee of the Medical Council's Registration and Continuing Practice Committee

Expressions of Interest process

March/ April 2021



Comhairle na nDoctúirí Leighis
Medical Council

Membership of the Performance Assessor Sub-Committee of the Medical Council's Registration and Continuing Practice Committee

The Medical Council is seeking expressions of interest from suitable persons who wish to be considered for appointment as performance assessors. The categories of persons being sought are:

- Medical practitioners from the broad range of specialities and, in particular, from General Practice.
- Lay/ non-medical/ patient-representatives.

1.0 Background

The Medical Council

The Medical Council is a statutory body established by the Medical Practitioners Acts, 1978 and 2007. The objective of the Council is to protect the interests of the public in their interactions with registered medical practitioners.

The principal functions of the Medical Council include the control of standards of education and training, maintenance of professional competence, registration of medical practitioners, recognition of qualifications, the determination of questions of professional misconduct or fitness to practise and the operation of EU directives relating to education and training in the practise of medicine. To support the Council in delivering its significant role and remit, the Medical Council has put in place a governance structure, supported by committees, sub-committees and working groups, focusing on particular strands of the Council's work.

The Registration and Continuing Practice Committee (RCPC)

The general purpose of the RCPC is to perform the Council's duties under Parts 6 and 11 of the Medical Practitioners Act 2007 (MPA 2007) i.e. Registration of Medical Practitioners and Maintenance of Professional Competence, namely:

- To ensure the effective establishment and maintenance of the register of medical practitioners
- To ensure the ongoing maintenance of professional competence of medical practitioners

The latter duty is, in part, approached through the operation of Professional Competence Schemes; one such scheme is Performance Assessment.

Performance Assessment

Performance Assessment is a Professional Competence Scheme to which a complaint/ a practitioner may be referred following the investigation of a complaint to the Medical Council. It may follow, but does not form part of, a complaint investigation process.

Performance Assessment involves the assessment of a practitioner's knowledge and skill, or the application of knowledge and skill (or both) and is designed to be a supportive, developmental process for a doctor. The standard against which a practitioner is assessed is the 'reasonable standard' as expected of a practitioner practising the same type of medicine. A number of specific assessment activities are provided for in the relevant secondary legislation which underpins Performance Assessment. A copy of this Statutory Instrument can be found here

<http://www.irishstatutebook.ie/eli/2011/si/741/made/en/print>

Assessments may require the involvement of performance assessors (medical and non-medical) who carry out specific assessment activities as directed by the RCPC. Examples of assessment activities include reviewing records, observing practice, and interviewing a practitioner about their knowledge and skill. Some assessment activities are carried out by medical practitioners only.

Assessments are individually designed, and the duration varies between cases. From an assessor perspective the time commitment typically involves;

- Pre-assessment preparation and case planning
- Assessment site visit (average two days per case). Note that, as at August 2020, future site visits will be subject to guidance in relation to COVID-19 restrictions and safety considerations.
- Post-assessment report-writing (average two days per case) and correspondence related to finalising and signing-off on the Performance Assessment Report.

Performance Assessors

The Rules governing Performance Assessment allow for persons to be appointed by the RCPC to participate in the assessment of medical practitioners who have been referred to the scheme.

Assessors may be called upon to be involved in an assessment on an individual basis or, as would be more common, as part of a three-person assessment team.

Persons appointed as Performance Assessors are members of the Performance Assessment Sub-committee of the Registration and Continuing Practice Committee. Assessors are therefore subject to the Medical Council's Code of Practice and other relevant frameworks.

- Corporate Governance Framework
<https://www.medicalcouncil.ie/About-Us/The-Medical-Council/Corporate-Governance-Framework-.pdf>
- Code of Conduct
<https://www.medicalcouncil.ie/About-Us/The-Medical-Council/Code-of-Conduct-Final-August-2018.pdf>

The Performance Assessment Model as used by the Medical Council provides for both medical and non-medical assessors. Medical Assessors are involved in 'peer' assessment while non-medical assessors are involved in order to take a patient/ public/ service user perspective. The focus of an assessment is to identify areas for improvement in order to support good professional practice.

Assessors must operate within their scope and follow the applicable operational policies and guidelines.

Assessors must maintain strict confidentiality in relation to any information relating to and obtained arising from their involvement in performance assessment. This is a statutory requirement as per section 95 of the Medical Practitioners Act 2007.

Assessors are (subject to applicable COVID-19 restrictions and guidance) required to be available to travel to carry out assessments within the Republic of Ireland. This may involve overnight-stays.

2.0 Expressions of Interest process

The Medical Council wishes to increase and expand the membership of the Performance Assessor Sub-committee and is conducting an Expressions of Interest process in this regard.

Persons who are interested in being considered for the role of Assessor should consult the further particulars information in order to check their suitability.

2.1 Persons who wish to apply for the role of Medical Assessor should

- review the 'Further particulars for Medical Assessors' document available [here](#)
- complete the 'Medical Assessor Application Form' available [here](#)
- submit your completed application form by email to committees@mcirl.ie by **3pm Monday 12th April 2021**. Please write 'Expression of Interest (Medical)' in the subject line.

2.2 Persons who wish to apply for the role of Non-Medical Assessor should

- review the 'Further particulars for Non-Medical Assessors' document available [here](#)
- complete the 'Non-Medical Assessor Application Form' available [here](#)
- submit your completed application form to [committees @mcirl.ie](mailto:committees@mcirl.ie) by **3pm Monday 12 April 2021**. Please write 'Expression of Interest (Non-medical)' in the subject line.

3.0 Selection and appointment

3.1. Applications will be screened and short-listed based on qualifications, experience and suitability.

In respect of medical assessor applications, consideration will be given to the range of specialities required for medical assessors e.g. there is a higher requirement for some specialities such as General Practice.

An Application Assessment Panel will:

- review and consider the expressions of interest received against the specific experience and skills matrix most beneficial to the Performance Assessment Sub- Committee.
- Consider potential candidates further once they meet the appointment criteria by undertaking any or all of the following steps:
 - Consideration of the written applications; and/or
 - Meeting/conference call; and/or
 - Any other selection or verification method deemed appropriate (this may include the Medical Council requiring statutory declarations from shortlisted applicants as to the bona fides of the qualifications and experience contained)

Due consideration will be given to Government policy on gender balance on committees.

Please note that, if shortlisted and/ or appointed you will be requested to sign a declaration which outlines as follows;

You shall cease to be a member of the Committee if you:

- i. Are adjudicated bankrupt
- ii. Make a composition or arrangement with creditors
- iii. Are convicted of an indictable offence
- iv. Are convicted of an offence involving fraud or dishonesty
- v. Are the subject of an order under section 160 of the Companies Act 1990
- vi. Are sentenced to a term of imprisonment by a court of competent jurisdiction, or

- vii. Are removed by a competent authority for any reason (other than failure to pay a fee) from any Register established for the purpose of registering members of a profession in the State or in another jurisdiction

3.2 Shortlisted applicants will be invited to undertake structured Assessor Training.

Considering COVID-19 restrictions, training will, where possible, be delivered remotely and will take account of the relevant guidance applicable at the time. Scheduling will take account of the availability of trainers and shortlisted applicants. All persons must have attended and successfully completed the required assessor training programme prior to appointment to the Performance Assessor Subcommittee.

3.3 Applicants who have successfully completed the Assessor Training will be put forward to the Strategy and Governance Committee for appointment to the Performance Assessor Subcommittee.

Please note that the Council will not be responsible for any expenses incurred by candidates as part of our selection process other than pre-approved expenses in connection with attendance at Assessor Training where applicable.

4.0 Terms of appointment

- Members of the Performance Assessor Sub-committee of the RCPC are appointed by the Council's Strategy and Governance Committee (subject to having successfully completed Assessor Training)
- The membership of the Sub-Committee may be terminated by the Chair of the Registration and Continuing Practice Committee at any time, on the basis of reasons to be stated by the Chair.
- A member of the sub-committee may resign his or her membership by notice in writing sent or given to the Chair of the Registration and Continuing Practice Committee, and the resignation shall take effect on the day on which the Chair receives the notice.
- A sub-committee member shall cease to be a member of the committee if he or she is nominated as a member of Seanad Éireann, is elected as a member of either House of the Oireachtas or as a representative in the European Parliament, elected to the European Parliament, or becomes a member of a local authority.
- Remuneration is set at a fee per day of performance assessment activity. As at March 2021 this fee is set at 500 euros per day of designated assessment activity. Committee members may choose to waive their fees.

In line with the 'One Person One Salary' (OPOS) principle, a public servant will not be entitled to receive remuneration in the form of fees. Reasonable travel and subsistence, where approved, is payable at appropriate civil service rates.

5.0 Confidentiality aspects of application process

Subject to the provisions of the Freedom of Information Acts, 2014 and the Data Protection Act 2018, applications will be treated in strict confidence. All enquires, applications and all aspects of the selection process are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Certain items of information, not specific to any individual, may be extracted from computer records or for general statistical purposes.

6.0 Data Protection

Should you be shortlisted for assessor training your details will be forwarded to the Medical Council's Finance Department and may be retained for a period thereafter.

For further information on data protection please click [here](#)

7.0 Next steps

To submit an expression of interest please follow the steps outlined in section 2 above.



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