



**A Framework of Quality Assurance for
Responsible Officers and Revalidation,
Annex B: Quarterly Report**

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Publications Gateway Reference: 03550

Document Purpose	Guidance
Document Name	A Framework of Quality Assurance for Responsible Officers and Revalidation, Annex B: Quarterly Report
Author	Gary Cooper, Project Manager Quality and Assurance, Professional Standards Team
Publication Date	16 June 2015
Target Audience	All Responsible Officers in England
Additional Circulation List	Foundation Trust CEs , NHS Trust Board Chairs, Medical Appraisal Leads, CEs of Designated Bodies in England, NHS England Regional Directors, NHS England Directors of Commissioning Operations, All NHS England Employees, Directors of HR, NHS Trust CEs
Description	The Framework of Quality Assurance (FQA) provides an overview of the elements defined in the Responsible Officer Regulations, along with a series of processes to support Responsible Officers and their Designated Bodies in providing the required assurance that they are discharging their respective statutory responsibilities.
Cross Reference	The Medical Profession (Responsible Officers) Regulations, 2010 (as amended 2013) and the GMC (Licence to Practise and Revalidation) Regulations 2012
Superseded Docs (if applicable)	A Framework of Quality Assurance for Responsible Officers and Revalidation, Annex B – Quarterly Information Template (April 2014)
Action Required	Responsible Officers to submit quarterly and annual returns to their higher level responsible officers in accordance with this guidance.
Timing / Deadlines (if applicable)	From June 2015
Contact Details for further information	england.revalidation-pmo@nhs.net http://www.england.nhs.uk/revalidation/

Document Status

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Quarterly Report

Version number: 2.0

First published: 4 April 2014

Updated: 16 June 2015

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Classification: OFFICIAL

This questionnaire has been approved by the Return of Central Returns Steering Committee (ROCR) Licence Number ROCR/OR/2236/001MAND

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1 Quarterly Report (Q1 – 1st April 2015 to 30th June 2015)

Indicator		Q1 Reporting period 01/04/2015 - 30/06/2015
1	Name of designated body (or NHS England geography) Note: Please ensure your organisation's name is written exactly as it is recorded on GMC Connect	
2	The number of doctors with whom the designated body has a prescribed connection	
3	The number of doctors due to have an appraisal meeting in the reporting period	
4	The number of doctors within question 3 above, who had an appraisal meeting in the reporting period	
5	The number of doctors within question 3 above, who did not have an appraisal meeting in the reporting period [These to be carried forward to next reporting period]	
6	The number of doctors in question 5 above, for whom the RO accepts the postponement is reasonable	
7	Number of doctors in question 5 above, for whom RO does not accept the postponement is reasonable	
8	Any Comments (e.g. new RO, new appraisal lead etc.):	

Completed By:

Contact Number:

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2 Quarterly Report (Q2 – 31st July 2015 to 30th September 2015)

Indicator		Q2 Reporting period 01/07/2015 - 30/09/2015
1	Name of designated body (or NHS England geography) Note: Please ensure your organisation's name is written exactly as it is recorded on GMC Connect	
2	The number of doctors with whom the designated body has a prescribed connection	
3	The number of doctors due to have an appraisal meeting in the reporting period	
4	The number of doctors within question 3 above, who had an appraisal meeting in the reporting period	
5	The number of doctors within question 3 above, who did not have an appraisal meeting in the reporting period [These to be carried forward to next reporting period]	
6	The number of doctors in question 5 above, for whom the RO accepts the postponement is reasonable	
7	Number of doctors in question 5 above, for whom RO does not accept the postponement is reasonable	
8	Any Comments (e.g. new RO, new appraisal lead etc.):	

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3 Quarterly Report (Q3 – 1st October 2015 to 31st December 2015)

Indicator		Q3 Reporting period 01/10/2015 - 31/12/2015
1	Name of designated body (or NHS England geography) Note: Please ensure your organisation's name is written exactly as it is recorded on GMC Connect	
2	The number of doctors with whom the designated body has a prescribed connection	
3	The number of doctors due to have an appraisal meeting in the reporting period	
4	The number of doctors within question 3 above, who had an appraisal meeting in the reporting period	
5	The number of doctors within question 3 above, who did not have an appraisal meeting in the reporting period [These to be carried forward to next reporting period]	
6	The number of doctors in question 5 above, for whom the RO accepts the postponement is reasonable	
7	Number of doctors in question 5 above, for whom RO does not accept the postponement is reasonable	
8	Any Comments (e.g. new RO, new appraisal lead etc.):	

Completed By:

Contact Number:

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