

ACTION PLAN TEMPLATE

Higher Level Responsible Officer Quality Review (HLROQR)

This template is provided for documenting actions if desired.

Designated Body:	Brighton & Sussex University Hospitals	Date of HLROQR:	29/11/2016
Responsible Officer:	Stephen Holmberg		
Area for development identified at HLROQR	Action	Responsibility	Timescale
1. Appraisal	1. Increase appraiser numbers including CDs engagement	1. RO/Lead for R & A	1. 6-12 months
2. Appraisal monitoring	2. Provide consistency in appraisal standards across doctor types	2. Lead for R & A, Revalidation Manager	2. 12 months
3. Monitoring performance and concerns	3. Improve performance management. Enable trust data collection for appraisal	3. Clinical Governance Director and IT	3. 12-24 months
4. Recruitment & Engagement	4. Regular Board reporting on staffing/locums. Feedback to agencies	4. RO/Medical HR	4. Immediate

<p>5. Mentorship</p> <p>6. DB/RO</p>	<p>5. Appoint mentors for new consultants</p> <p>6. Link performance management reviews to appraisal outputs</p>	<p>5. Medical HR</p> <p>6. RO, Lead for R & A, CDs, Revalidation Manager</p>	<p>5. Immediate</p> <p>6. 6 months</p>
<p>I confirm that the action plan above has been discussed and agreed with my Board or equivalent</p>		<p><i>Responsible officer - Signature & Date</i></p> <p>February 2017</p>	