

East of England Professional Support Unit Complex Case Advisory Group

Terms of Reference

Remit

The Professional Support Unit (PSU) Complex Case Advisory Group (CCAG) is a forum of expert panel members whose purpose is to ensure the complex trainee cases are being managed appropriately.

It will provide a resource for discussing and analysing complex trainee cases based on the facts of a PSU referral, or disclosure of information during a PSU review meeting, and or information received from an external source, including but not limited to the Employer, Hospital Trust, GMC and NHSE.

The CCAG will use learning and themes arising from case management in order to improve processes and reflect on support provided. The group will take responsibility for the on-going management of these cases (where applicable) or liaise with the appropriate Case Manager for ongoing management.

The CCAG will also ensure that the PSU continues to provide appropriate training and resources for the Case Managers and Faculty of Educators, in order to support the school and/or more specifically trainers in the management of trainees with serious concerns and those in need of additional support.

Under the terms of the Advisory Group, 'appropriate support' is defined as "support which aims to promote the individuals own well-being and safety, whilst ensuring that patient or trainee safety is not compromised". In certain circumstances, where the CCAG believe patient or trainee safety is compromised, the Responsible Officer / Dean will be informed.

Chair

The CAAG will be chaired by the Deputy Dean for Education and Performance.

In their absence an alternative Deputy Dean will be required to chair the meeting.

Membership

- Deputy Dean for Education and Performance (Mrs Kate Read)
- Deputy Postgraduate Dean (Dr Ian Barton)
- Postgraduate Dean for Primary and Community Care (Professor Vijay Nayar)
- Assessment and Revalidation Manager (Mrs Susan Woodroffe)
- Professional Support Unit Manager (Ms Katie Bradshaw)
- Professional Support Unit Non-Clinical Case Manager x2 (Ms Rebecca Winchester / Mrs Michaela Wee)

Scope

- Review and discuss complex trainee cases in relation to PSU referrals.
- Review and discuss high level GMC cases which require additional management and input from the Advisory Group.
- Review and discuss any cases which involve Trust investigation and or probity issues.
- Review and discuss all trainees named in the monthly Exception Exit Reports, reporting Fitness to Practice information on doctors in training to HEE EoE in order to decide whether a PSU referral should be made
- Provide direction and actions to address concerns and or support required.
- Provide advice and guidance to the East of England Case Managers in the context of supporting individuals with training concerns.

HEE EoE PSU Complex Case Advisory Group Terms of Reference

Agenda
The agenda will be circulated in advance of all meetings with the opportunity to add to this prior to a finalised version.
Recording and Reporting
The meetings will be recorded by the Professional Support Unit Non-Clinical Case Manager who will produce the discussion points and action log, circulated for approval by the group. <ol style="list-style-type: none">1. Report process to, and be held accountable by, the Postgraduate Dean.2. To communicate findings & plans to other case managers to provide learning opportunities.
Confidentiality
Complex Case Advisory Group members are bound by confidentiality and the requirements of the General Data Protection Regulations (GDPR).
Quorum
75% of membership. There should be 2 Deputy Deans in attendance alongside 2 of the Administrative team.
Meetings
The Complex Case Advisory Group intends to meet on a monthly basis commencing June 2018. <i>Meetings will be held at:</i> 2-4 Victoria House, Capital Park, Fulbourn, Cambridge, CB21 5XB.
Review
Terms of Reference to be reviewed every two years, with any ad hoc changes in the interim period.