



The Royal College of Surgeons of England
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London
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Dr Andrew Russell
Medical Director
NHS Tayside
Level 10
Ninewells Hospital
Dundee, DD1 9SY

Professional and Clinical Standards Contact:
Neil MacCallum

CAT C

6 December 2013

STRICTLY PRIVATE AND CONFIDENTIAL

Dear Dr Russell

Please find enclosed the final **signed** report prepared by Mr Neil Kitchen FRCS, Mr Nicholas Philips FRCS and Helen Carter, Lay Reviewer who undertook the individual review of the clinical work of Professor Sam Eljamel, a Consultant Neurosurgeon Surgeon at the NHS Tayside, under the Invited Review Mechanism.

Please could you ensure that a copy of the report is made available to and discussed with all those directly involved in the review especially Professor Eljamel at the earliest opportunity.

As part of the Invited Review Mechanism process, the College will send an evaluation form to the Trust after the review has taken place. The purpose of this exercise is to provide general feedback to the College on the process and to ensure that the arrangements for the Invited Review Mechanism are kept under review.

I would be most grateful for any feedback you wish to send to the College and I enclose an evaluation form for this purpose. I appreciate that you may wish to comment confidentially and, of course, this will be respected.

Yours sincerely

CAT C

Miss Clare Marx CBE FRCS
Chairman of the Invited Review Mechanism



PROFESSIONAL STANDARDS AND REGULATION DIVISION

INVITED REVIEW MECHANISM

EVALUATION FORM (HOSPITAL)

NHS Trust / Hospital Name:	NHS Tayside
Type of Review:	Individual
Surgical Specialty/Sub-Specialty:	Neurosurgery
Date of Review:	16 to 17 September 2013

Initial Enquiry

- When making the initial enquiry to the College, did you feel that it was dealt with appropriately?
please delete **Yes / No**
- After submitting the initial letter of request and completed request proforma to the College, how long did it take for a decision to be made?
please delete **Less than 1 week / 1 – 2 weeks / More than 2 weeks**

Invited Review Team

- Please rate the appropriateness of the appointed Invited Review Team.
please delete **Very Appropriate / Appropriate / Not Appropriate / Inappropriate**
- The role of the IRM Coordinator is to act as the initial point of contact for queries relating to the arrangements for the review. Did the IRM Coordinator make appropriate arrangements for the review?
please delete **Yes / No**

Setting up the Review

- Surgeons have to provide between 6 – 8 weeks notice to their employing Trust, how long from the identification of the Invited Review Team did the review take place?
please delete **Within 6 weeks / Between 6 – 8 weeks / More than 8 weeks***

- If so, please specify how long it took to identify a date.

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6. Was the Invited Review Team easy to get in contact with?

please delete

Yes / No

7. Do you feel that the terms of reference template is well designed?

please delete

Yes / No

If no, how could the template be improved?

.....

The Review

8. Do you feel that the Invited Review Team worked well together during the course of the review?

please delete

Yes / No

If no, how do you think the team could have been improved?

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9. The majority of invited review site visits take between one and two days to complete, do you feel this is enough time?

please delete

Yes / No

If no, how much time do you feel should be given to the site visit?

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The Report

10. Do you feel that the report proforma is well designed?

please delete

Yes / No

Please provide any comments as to how to improve the report proforma.

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11. The text (minus the findings, conclusions and recommendations) were sent to the Hospital (and the surgeon being reviewed for individual reviews) for factual checking. Do you feel that the Hospital had enough time to review these sections?

please delete

Yes / No

If no, how long do you think the Hospital should be able to review these sections?

please delete

2 weeks / 2 – 3 weeks / longer

12. Upon receiving the final signed copy of the report, how soon after was the report made available to the surgeon(s) being reviewed?

please delete

Same day / within 1 week / within 2 weeks *

* If more than 2 weeks, please specify.

.....

13. How would you rate the quality/content of the report?

please delete

Excellent / Good / Poor

Please provide any comments:-

.....

14. In relation to the terms of reference, how would you rate the recommendations provided in the report?

please delete

Very Appropriate / Appropriate/ Not Appropriate / Inappropriate

15. Do you feel that the Invited Review Team identified the key issues highlighted in the terms of reference?

please delete

Yes /To some extent/ No

If no, what did they fail to identify/ deal with:-

.....

16. Were the recommendations of assistance to the Hospital?

please delete

Yes / No

17. How will the Hospital implement the recommendations? *(Please continue on a separate sheet if necessary)*

Comments:

Documentation supplied by the College

18. How would you rate the guidance for individual reviews?

*please delete***Very useful / Useful / Not useful**

19. Do you feel that the guidance for individual reviews covered all the aspects of the review?

*please delete***Yes / No**

If yes, do you feel that some sections require further clarification/information?

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If no, what do you think should be included?

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Invited Review Mechanism

20. How would you rate your overall satisfaction with the Invited Review Mechanism?

*please delete***Very satisfied / Satisfied / Not very satisfied / dissatisfied**

21. In light of your experience: -

- a) Would you use the Invited Review Mechanism in the future?

*please delete***Yes / No**

- b) Would you recommend the Invited Review Mechanism to Chief Executives/Medical Directors of other Hospitals?

*please delete***Yes / No**

22. Please provide any further comments/suggestions that you may have.

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23. How did you hear out about the Invited Review Mechanism?

please delete

Circular letter from College / Internet

Aware of previous mechanism / Another Hospital

Name:

Post Held

Signed:

Date:

Please return your completed evaluation form to: -

Invited Review Coordinator
Professional Standards and Regulation Division
The Royal College of Surgeons of England
35 – 43 Lincolns Inn Fields
London WC2A 3PE

CAT C

This information will be held in accordance with the Data Protection Act 1998. A summary paper will be prepared for the reviewers and the specialty member of the Joint Standing Committee. The evaluation paper will be archived in the relevant Individual review file and deposited of securely in accordance with our retention policy.

