



Archives

Repository Royal College of General Practitioners GB2134

Collection: ACE College - Central Records

Creator(s): Royal College of General Practitioners

Administrative History: The Royal College of General Practitioners was created in 1952.

Immediate Source of Acquisition Transferred from Departments

Scope and Content Records created by Central Departments

Note: For access contact Heritage@rcgp.org.uk

Sub Fonds: ACE J Quality

Sub Fonds:

Reference: GB2134 ACE J Quality & Standards

Creation dates: 1955-2007

Scope and Content : Records generated by committees and projects concerned with quality standards, audit, revalidation, practice management, ethics and manpower.

[For clinical standards see A CE O.]

Series ACE J1-J33

J1. Assessment of Quality Committee papers, 25 June 1960 - 29 April 1961

Minutes (including duplicates), agendas, reports and correspondence of the Ad Hoc Committee to consider the assessment of quality in general practice (also known as the Foster Committee).

J2. Practice Organisation Committee minutes, 15 December 1956 - 18 October 1981

Minutes, mostly signed, of meetings of Practice Equipment and Premises Committee (1956-1961), and of (renamed) Practice Organisation Committee (1962-1975, 1977-1981).

The Practice Organisation Committee was amalgamated with the Research Committee in 1975. It resumed an independent existence in 1977. See ACE G1-2 for minutes of the amalgamated committee, 1975-1976.

J3. Practice Organisation Committee papers, 1956 - 1982

Duplicate minutes, agendas, reports and correspondence of Practice Equipment and Premises Committee (1956-1961), and of (renamed) Practice Organisation Committee (1962-1975, 1977-1981).

Several gaps.

J4. Group Practice Study Group papers, 1964 - 4 December 1969

Papers of the Group Practice Study Group (variously Working Party/Subcommittee) of the Practice Organisation Committee.

J5. Group Practice Study Group attendance registers, 11 September 1969 - 12 March 1971

Signed register of attendance at meetings Group Practice Study Group of the Practice Organisation Committee.

J6. Ethical Committee minutes, 20 April 1958 - Oct 2007

Minutes, mostly signed, of meetings of Ethical Subcommittee of the Finance and General Purposes Committee (1958-1963) and of (renamed) Ethical Committee (1964). The papers of the Awards and Ethical Committee (1968-1984) are kept at ACE E1-3.

In 1984, Professor David Metcalfe initiated discussions in the General Purposes Committee (GPC) about the need for the College to establish a group that would consider wider ethical issues relating to medical practice. The group was to supplement the work of the Clinical Trials Ethical committee which was limited to considering proposals for national drugs trials and post marketing surveillance projects. Marshall Marinker wrote a paper "Ethical Issues and the College: A Proposed Strategy (GPC 1986/162) - this paper reported on a meeting of those concerned from the College and the Institute of Medical Ethics which identified three sets of ethics issues that a proposed College Group might consider

- a) those that face a doctor in every consultation and in every aspect of his/her practice policy and professional life;
- b) those that relate to the College as an institution
- c) those of national importance on which the College may be invited to comment, or which it itself may wish to raise

The Committee on Medical Ethics first met on 31 March 1988

Not complete

J7. Ethical Committee (later Committee on Medical Ethics) papers and correspondence, 1956 - 1999

Duplicate minutes, agendas, reports and correspondence of Ethical Subcommittee of the Finance and General Purposes Committee (1958-1963) of (renamed) Ethical Committee (1964-1968). The papers of the Awards and Ethical Committee (1968-1984) are kept at ACE E2. The Committee on Medical Ethics was created 1988.
1956-1968; 1988-1999

J8. Prescribing Costs Committee papers, 1957 - 1958

Minutes, agendas, reports and correspondence of the Committee on the Cost of Prescribing.

J9. Effective Prescribing Working Group papers, 1982 -

Report of an informal working group on effective prescribing to the Secretary of State.

J10. Medical Manpower Committee papers, 1955 - 1956

Minutes and agendas of the Ministry of Health's Ad Hoc Committee on Medical Manpower (also known as the Willink Committee), and reports and correspondence concerning College submissions to it.

J11. Future of General Practice Working Party papers, 6 August 1964 - 26 February 1965

Reports and correspondence of a working party on the present state and future needs of general practice.

J12. Terms of Service papers, 1958 - 1965

Reports concerning doctors' terms of service.
gap 1958 - 1965

J13. Paramedical Staff papers, 1960 - 1974

Minutes of meetings held to discuss issues concerning doctors' relationships with paramedical staff.
several gaps

J14. Preventive Medicine Working Party papers, 1977 - 1983

Records, mainly correspondence, relating to the Working Party on Prevention. This working party set up in 1978 and chaired by John Horder. Members were Jean Bainbridge [Senior medical officer DHSS]; Alastair Donald, Christopher Donovan, Allen Hutchinson, Peter Tomson and Julian Tudor Hart. In 1981 it published [Report from General Practice 18] a general statement "Health and Prevention in Primary Care". From 1981 was known as the Preventive Medicine Implementation Working Party - lead by Colin Waine. This published a report "Promoting Prevention" [Occasional Paper 22].

The Working Party had four sub groups to study
Psychiatry - Philip Graham - Chair, Peter Tomson - convenor, Sheila Ball [Health Visitor]; George Brown [Professor of Sociology], Andrew Markus, Colin Murray Parkes, [Psychiatrist] . It produced "Prevention of Psychiatric Disorders in General Practice"[Reports from General Practice 20 Feb 1981],

Child Rearing - Chris Donovan, Denis Pereira Gray - joint convenors, Prof F S W Brimblecombe, Stuart Carne, A C Fairbuen [psychiatrist], Margaret Pollak, Colin Waine, A W Wood [DHSS]. This group "Healthier Children - Thinking Prevention" [Reports from General Practice 22 July 1982],

Family Planning - Secretary Allen Hutchinson, Judith Greenwood, Nancy Loudon, Tom Mcglew, Roger Short "Family Planning An Exercise in Preventive Medicine" [Reports from General Practice 21],

Coronary, hypertensive, arteriosclerotic, diabetic and stroke disease - Julian Tudor Hart - chair, John Coope, Peter Fell, Godfrey Fowler, Brian Gibbin, Jim Mann, Laurie Pike. It produced "Prevention of Arterial Disease in General Practice" [Report from General Practice 19 Feb 1981].

In 1984 the combined reports of the original working party and sub groups [not Child Rearing] were republished as a combined report.

The majority of meeting minutes are missing.

J15. Computer Working Party papers, 1978 - 1980

Records, mainly correspondence, relating to the Computer Working Party.
This Working Party first met in 1978. See also J21 Joint GMSC Computer Group

J16. Confidentiality Working Party papers, 1973 - 1981

Correspondence and draft reports relating to the Confidentiality Working Party.
This Working Party first met in December 1978.

J17. Primary Care Working Party papers, 1980 -

Correspondence and reports relating to the Primary Care Working Party.
This Working Party was established by Council in December 1979 after concern was expressed

about the erosion of traditional areas of primary care.

J18. Clinical Standards, 1974 - 1975

Correspondence re proposal by John Fry for clinical standards committees composed of individuals with experience and knowledge to meet and prepare reports and recommendations on care and management of some of the common and important diseases and disorders encountered in general practice.

J19. Joint Working Party on General Medical Services, 1972 - 1975

The Joint Working Party was established in December 1972 with the following terms of reference " To consider the various patterns of organisation in general practice, the ways in which they may evolve in a changing situation, the range of advantages to patients which may result, and to make recommendations." General practitioner members of the working party were PS Byrne, JC Cameron, TEA Carr, Austen E Elliott, EV Kuenssberg and BCS Slater. It reported in 1973 [Godber report] and recommended changes in appointment system, deputising arrangements, diagnostic support for general practitioners and continuity of care and the changes in general practice.

J20. Royal Commission on the National Health Service, 1976 - 1981

College evidence to the Royal Commission on the NHS which was set up in 1976 "To consider in the interests of both the patients and those who work in the National Health Service the best use and management of the financial and manpower resources of the National Health Service." It was chaired by Sir Alec Merrison and included Professor Ivor Batchelor, Professor Paul Bramley, Sir Thomas Brown, Mr. C M Clothier QC, Ann Clwyd, Mr. Peter Jacques, Professor Jean MacFarlane; Miss Audrey Prime, Miss Kay Richards, Lady Sherman, Sir Simpson Stephenson, Cllr Dr Cyril Taylor, Mr. Frank Welsh and Professor Alan Williams. It reported in 1979.

RCGP said that to provide good primary health care - the service needed appropriate manpower, adequate premises, an effective education and a modern records/information system. Although not all GP's reached the desirable standards - they provided a personal medical care, a team service, a willingness to change and improve, and an economical way of providing primary care. They explained that poor care was because of poor or inappropriate education, isolation, motivation, ill defined responsibilities, and inner city pressures. They emphasized new technology in medicine, changes in understanding of health; quality standards, prevention, need for primary care to have a higher priority in the distribution of standards a move from hospital to community care.

See also Department of Health & Social Security ACE N2

J21. General Medical Services Committee (GMSC) RCGP Joint Computing Group, 1980 - 2001

The Joint Computing Policy Group [later renamed Joint Computing Group] was established in 1980 to consider developments in computing, assessing their value and relevance to general practice and promoting the ordered development of computing in General Practice. It advises on policy to the liaison committee. Its membership includes representatives of both its parent bodies, technical experts nominated by those bodies, a representative of the Primary Health Care Specialist Group of the British Computer Society.

General Medical Services Committee [GMSC] of British Medical Association. GMSC became GPC [General Practitioners Committee] in 1999.

J22. Joint Working Party on the Redesign of Medical Records In General Practice, 1971 - 1977

Joint Working Party of the Department of Health and Social Security [DHSS], Welsh Office, Scottish Home and Health Department, General Medical Services Committee, Scottish General Services Committee, RCGP[E V Kuenssberg, J Whewell] , Scottish Health Boards, Society of Administrators Family Practitioner Committees , Society of Family Practitioner Committees. Chaired by G H Talbot [DHSS]

The Working Party was founded October 1971 "To consider the replacement of medical records envelopes in general practice by folders suitable for A4 size records". In 1974 an interim report was published which contained recommendations for the design and layout of an A\$ size folder together with a series of standard insert-sheets. The report also offered suggestions for a phased programme for the change -over to the new records. The interim report was accepted in principle and 300,000 new records cards were distributed in 1975. However by August 1975 the DHSS decided "no further progress can be made with the introduction of new records on account of the prevailing financial situation".

The Working Party felt that it would be useful to make generally available the information they had collected about storage, costs and so on incorporating comments made about the original proposals and so they published a Second interim report 3 May 1977

J23. Committee of Enquiry Into Competence to Practice [Alment], 1973 - 1976

The Committee of Enquiry into Competence to Practice (chairman, EM Alment, later Sir Anthony), set up by the medical profession in 1973 and reported in 1976, discussed education; responsibilities of individual doctors to their patients, to the community at large and to the management of the health services; indicators of the effectiveness, competence and quality of their work; and coping with doctors who are no longer competent. The Committee recommended that patients should have increased access to information about the medical care provided to them. It did not support a system of re-licensing doctors.

The terms of reference given to the Committee were : "To review the present methods of ensuring the maintenance of standards of continuing competence to practice and of the clinical care of patients, and to make recommendations." DH Irvine was the committee representative for the Royal College of General Practitioners, JF Hughes for the British Medical Association Junior Doctors, JC Cameron, GM Jones and RA Keable-Elliott for the GMSC and JAR Lawson for the Scottish Council for Postgraduate Medical Education. All these doctors were general practitioners.

J24. Quality Network Team Leaders, 1994 - 1997

Quality Network formed 1993

The principle purpose of the network is to support general practitioners in the provision of high quality primary care to all patients on their lists. Activities focus of four main areas

- 1) Recognizing changing boundaries and providing support for new roles.
- 2) Clinical care via guidelines in the Clinical Series
- 3) Support mechanisms for the primary care team and individuals working in it
- 4) Quality assurance

Included audit programme, forum on assessment, Clinical guidelines working party, Management programme working party also some former Clinical and Research Division working parties HIV/AIDS Working Party, Near Patient Testing Working Party, Palliative Care, Commissioning of Care Task Group, Quality in Rural Practice task group, Prescribing Task Group, Computing in General Practice Task Group, Maternity

Care Task Group, Nutrition Working Party.

See ACE O12 Palliative Care

J25. Medicines Act, 1971 - 1978

The Medicines Act 1968 was introduced by the DHSS following a review of legislation relating to medicines prompted by the thalidomide tragedy in the 1960s. It brought together most of the previous legislation on medicines and introduced a number of other legal provisions for the control of medicines. It did not deal specifically with dangerous drugs but many of the requirements of the Act applied to dangerous drugs.

The Act divided medicinal drugs into three categories, depending mainly on the dangers they posed and the risk of misuse. The categories are:

- prescription only medicines, which may be sold or supplied to the public only on a practitioner's prescription. They may be administered only by or in accordance with directions from an appropriate practitioner, which term includes a medical practitioner. With the exception of controlled drug preparations below a certain strength set out in Schedule 5 to the Misuse of Drugs Regulations (MDR) 2001, all controlled drugs are prescription only medicines.
- pharmacy medicines, which, subject to certain exceptions, may be sold or supplied only from registered premises by, or under the supervision of, a pharmacist. Most products listed within Schedule 5 are pharmacy medicines.
- general sales list medicines, which may be sold or supplied direct to the public in an unopened manufacturer's pack from any lockable premises. No controlled drugs are general sales list medicines.

Includes a review of various medicines, licensing fees, information to patients about their prescribed medicines, advertising, prescription pricing

J29. Fellowship by Assessment (FBA), 1986 - 2005

From 1968 to 1989, Fellowship of the RCGP had always been decided by nomination, whereby candidates' names were put forward to the Fellowship Committee without their knowledge. (See also Fellowship by Nominations A CE E 4-6). In 1979, Prof. JH Walker (Hon Sec. of the Exam Board) put forward a paper suggesting that as members were being admitted by exam, the same system should apply for Fellows. When the 'What Sort of Doctor Scheme' (see A CE H 39 1) began in 1980 to examine ways of assessing GPs within their own practices, it was suggested to Council in 1981 that these methods of assessment could be used as an alternative to Fellowship by Nomination.

Between 1986 and 1989, the Fellowship by Assessment (FBA) Working Group was established and worked to discuss the importance of FBA and the principles and criteria it should follow. The group was initially chaired by J. Ferguson, and then by Peter Hill from 1987 to 1988 and Richard Baker from 1989-90. It was originally developed under the Education Division to underline its educational importance. (See also A CE H 1-3). A paper on the principles of FBA was agreed by Council in June 1988, which included the decision that Fellowship by Nomination should continue to run, but that there should ultimately be a single route to fellowship.

Tamar and North West Faculties began to independently develop criteria and to pilot FBA schemes between 1986 and 1989, supported by the FBA Working Group. Their work was examined and compared in the preparation of the first set of FBA criteria (FBA1), which was approved by Council on 10 June 1989, coming into force on 1 July 1989. The first four Fellows by Assessment were elected on November 18, 1989, being Julian Dennis, Alan Hutton, Anthony Lewis and Michael Pringle.

Fellowship by Assessment required candidates to submit a portfolio, explaining how they and their practices met each of the criteria. Candidates also submitted a series of videotaped consultations and their practices were visited by two assessors.

Between 1990 and 1992, the FBA Working Group continued to develop the scheme and to produce subsequent versions of the criteria. Michael Pringle took over as Chair of the Working Group in 1990 and in the same year, FBA left the Education division in c1990 and became a formal subcommittee within the Fellowship Committee. (See also A CE E 4-6)

The whole administration of FBA was moved to the Vale of Trent Faculty with effect from 1 February 1993 as part of a new policy of supporting the faculties and building up their responsibilities. Vale of Trent continued to have its own subgroup of local representatives who reported to the main FBA Working Group; both groups were administered from the Faculty office. Administration of the Group moved back to London in c2003-4.

Alison Kay became chair of the FBA Working Group in 1998, and at the end of 1999, the Vale of Trent Working Group was renamed the FBA Local Working Group, and the FBA Working Group became the FBA National Working Group.

The administration of FBA and the Quality Practice award (QPA) was combined in 2001. The first meeting of the Joint Fellowship by Assessment and Quality Practice Award Working Group took place on December 11, 2001. Though FBA continued to be developed in its own right, the group worked towards the integration of the College's quality initiatives, particularly towards the harmonisation of the FBA and MAP (Membership by Assessment) criteria.

John Holden assumed the Chair of FBA in 2002. On 16-17 June 2003 a development event was held at Hassop Hall, Derbyshire to discuss the future of the scheme. This meeting was instrumental in initiating discussions for a unified route to Fellowship to replace both FBA and Fellowship by Nomination (FBN). Further discussions on the future of FBA followed, and the Proposals for the Final Stages of Fellowship by Assessment was presented to Council in June 2005. On 30 June 2006, the Fellowship by Assessment route was closed, and both this scheme and FBN were replaced by a unified route to Fellowship. The final FBAs were awarded at the Spring Meeting in May 2007. A commemorative event was planned for 2007, but was cancelled due to a lack of take up.

The series contains minutes of the FBA Working Group and involved faculties; correspondence and papers on the development of the criteria; published criteria; pilot studies; assessor training; candidate and assessor study days; sample applicant files; related projects; administrative papers; audit and publicity. The completed portfolios of FBA applicants are held at the Wellcome Institute. More information on the origins and development of FBA is documented in Occasional Paper 50 [1990] (see A CE J 29 26) and in Richard Moore's book, *The First Hundred Fellows by Assessment* [1998] (see A CE J 29 27). A video of Mike Pringle talking about FBA/MAP in a staff talk can be found at C-AV-C4-18.

J30. Accredited Professional Development (APD), 1998 - 2003

In the mid 1990's the College was very interested in developing a continuing education accredited programme which would possibly link to revalidation and appraisal which after Shipman, and publications such as *Good Medical Practice for General*

Practitioners it was expected that proving of fitness to practice and revalidation or recertification through a GP's career would become mandatory very soon and the College wished to set up programmes to cater for these need.

The programme was developed by Janet Grant and Lesley Southgate and Ruth Chambers was appointed convenor. Sponsorship was provided by MDU (Medical Defence Union) and a publishing deal was agreed with Radcliffe Medical Press. The College publishing team dealt with the publication of the hard copy version and Radcliffe dealt with the CD Rom and web based version of the programme. The programme came under the Directorship of Alison Baker and Razvana Kurkcic, followed by Sarah Lantry and then Sarah See took the role of project manager.

APD was designed to last five years with six modules helping GPs to collect all the information and evidence that were to be required for their annual appraisals and revalidation. the modules included 1. Keeping Up to date and Improving Care; Communication Skills; Medical Record Keeping; Access and Team- Working; Referrals and prescribing; complaints and removals. The standards of each participating GP to be assessed each year by an assigned facilitator to see how they matching up to "Good Medical Practice for GP's" and other requirements for revalidation. There were three option either buy the APD materials and undertake self directed learning and attend an optional APD study day; register for either of the RCGP Facilitated programmes i.e. face to face facilitation or facilitation by electronic means; register for the facilitated programme provided by their PCO [Primary Care Organisation] or deanery or practice group

APD was launched 24th April 2002 at the MDU offices after a pilot version had been successful.

The project was first developed under the wing of the Education Network but then moved to the new Quality Network in 2001. Ideas were explored to roll out APD to other countries e.g. the Falkland Islands

However difficulties arose with the programme although all the material and the support was admired, take up was low, costs had risen, the value of paying for this scheme when free appraisal schemes were proposed by the NHS and it was not clear that MDU would extend their sponsorship and it was not felt that the aims of the programme were clear. In Dec 2002 individual APD was suspended pending a review and Professor Chamber resigned her post as convenor March 2003. The review reported to CEC February 2003.

Correspondence, reports (including CEC and Council), meeting minutes, publications

Ruth Chambers was convenor

Lesley Southgate and Janet Graham developed APD until the pilot stage

Pilot in KSS Deanery organised by Abdol Tavabie

J31. Assessment, Accreditation, Recertification & Revalidation, 1992 - 2006

The Forum on Assessment was set up by the Education and Examination Boards in 1992 to look into ways of integrating summative assessment into Membership or the examination of the College [see A CE F Examination Board papers and Correspondence]. It also looked into membership by assessment and then Reaccreditation and recertification. The Scottish Council produced a report on Re-Accreditation and General Practice March 1993.

The Forum held a study day on the subject 28 Sep 1993 and responded to a GMSC task Force report on Reaccreditation.

The College decided the issues should be known by two different expressions - Reaccreditation [referred to whole practice initiatives - later Practice Accreditation schemes] and Recertification to individuals.

The College funded two Recertification Fellows from 1995-7 which drew up plans and pilots (primarily in North East Scotland) but a lack of funding and political will let to the idea being put on the back burner.

Recertification was later known as revalidation. Mike Pringle produced a report January 1999 "Revalidation and the RCGP". 10th Feb 1999 the GMC voted to introduce revalidation over the next two years. The RCGP Revalidation Working Group first met 26th May 1999- it proposed an interim report for CEC, the Good Medical Practice Working Group (which was working simultaneously), and GPC negotiators on 9 September 1999. A joint statement was published later that year by the RCGP GPC, JCPTGP, COGPED "Revalidation for Clinical General Practice".

In " Supporting Doctors, Protecting Patients" (1999), the Chief Medical Officer had proposed that all doctors employed in or under contract to the NHS should undergo regular appraisal. The NHS Plan, published in July 2000, confirmed that participation in annual appraisal would be a condition of contract from 2001. It located appraisal within the general framework of clinical governance, alongside other proposed mandatory requirements to participate in clinical audit and contribute to a reporting scheme for adverse healthcare events. It linked annual appraisal to the General Medical Council's (GMC) proposed mandatory five-yearly revalidation process, 'underpinning and providing much of the data to support' it.

"Good Medical Practice for General Practitioners" (RCGP/GPC) came out in 2000 (and was updated in Sep 2002).

The Revalidation Working Group continued working 1999-2003 (comprising College's Patients' Partnership Group; General Practitioners Committee of the BMA; National Association of Non-Principals; Joint Committee on Post-Graduate Training for General Practice; British International Medical Association; Committee of GP Education Directors and the Small Practices' Association).

The College also started to put its efforts into an Accredited Professional Development APD (See ACE J 30) project arising out of a number of conferences held in 2000 and was launched in 2002 but the take up was low and the scheme was abandoned.

A pilot led to the publication in 2003 of a "revalidation folder for GP's working in Scotland".

Against a background of the Shipman Enquiry the GMC put out proposals in 2003-4 for a reappraisal licensing process to start in 2005 which neither the College or the Enquiry were happy with.

"Defining the evidence for revalidation - supporting the Royal College of General Practitioners" Collation of views from the NHS Clinical Governance Support Team Expert Group (2004).

The Government then commissioned the CMO to write a report with proposals. The

Donaldson report of 2006 "Good Doctors Safer Patients" put recertification back on the agenda and in Sep 2006 a Revalidation Steering group was formed. By June 2007 a nineteen point principles of Recertification was agreed by Council
See also ACE F Examination Board in reference to Summative Assessment
See Also ACE J30 APD

J32. Inner City, 1981 - 1994

Joint Committees, Taskforce, Conferences on problems of Inner Cities
Originally from CS44 from 1998-01 See also ACE B9-13 Report from DHSS on Primary Care in the Conurbations 1977

J33. Sick Doctors Council Working Party, 1982 - 1982

This series contains correspondence, notes of meeting and report for College Council on the General Medical Council meeting held on 16 June 1982, regarding support services for sick doctors.

Detailed Listing

Collection **A CE College - Central Records**

J Quality Standards 1955 - 2006

Records generated by committees and projects concerned with quality standards, audit, revalidation, practice management, ethics and manpower.

Arrangement: by activity

N.B. For clinical standards see A CE O.

A CE J 1 Assessment of Quality Committee papers, 25 June 1960 - 29 April 1961

Minutes (including duplicates), agendas, reports and correspondence of the Ad Hoc Committee to consider the assessment of quality in general practice (also known as the Foster Committee).

A CE J 1 - 1	Minutes (including duplicates), agendas, reports and correspondence of the Ad Hoc Committee to consider the assessment of quality in general practice (also known as the Foster Committee).	25 June 1960 - 29 April 1961
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A CE J 2 Practice Organisation Committee minutes, 15 December 1956 - 18 October 1981

Minutes, mostly signed, of meetings of Practice Equipment and Premises Committee (1956-1961), and of (renamed) Practice Organisation Committee (1962-1975, 1977-1981).

N.B. The Practice Organisation Committee was amalgamated with the Research Committee in 1975. It resumed an independent existence in 1977. See ACE G1-2 for minutes of the amalgamated committee, 1975-1976.

A CE J 2 - 1	Royal College of General Practitioners Practice Equipment and Premises Committee Minutes, mostly signed, of meetings of Practice Equipment and Premises Committee (1956-1962), then of (renamed) Practice Organisation Committee (1962-1970), and minutes of the meetings of the Group Practice Study Group of 15 December 1968 and 11 September 1969.	15 December 1956 - 13 December 1970
A CE J 2 - 2	Royal College of General Practitioners Practice Organisation Committee	14 March 1971 - 18 September 1981

Minutes, mostly signed, of Practice Organisation Committee (1971-1975, 1977-1981).

N.B. Minutes of meeting of 3 December 1977 are missing.

A CE J 3 Practice Organisation Committee papers, 1956 - 1982

Duplicate minutes, agendas, reports and correspondence of Practice Equipment and Premises Committee (1956-1961), and of (renamed) Practice Organisation Committee (1962-1975, 1977-1981).

- | | | |
|---------------------|---|--|
| A CE J 3 - 1 | Duplicate minutes, agendas, reports and correspondence of the Practice Equipment and Premises Committee, including a report by R. Bann entitled 'A Short Survey of Some of the Statutory and Voluntary Services Available to the Chronic Sick and Elderly in the City of Sheffield, June 1960 to October 1960', and part of an unidentified general practice procedure manual datable from internal evidence to c1957. | 1956
- 1961 |
| A CE J 3 - 2 | Duplicate minutes, agendas, reports and correspondence of Practice Organisation Committee including some papers relating to Practice Organisation Working Party. | February 1961
- July 1964 |
| A CE J 3 - 3 | Duplicate minutes, agendas, reports and correspondence of Practice Organisation Committee. | February 1964
- October 1965 |
| A CE J 3 - 4 | Duplicate minutes, agendas and reports of Practice Organisation Committee, including a report by Dr. J. Hunt entitled 'Practice Standards, and how our College can influence them' (24 September 1964). | 1964
- 1970 |
| A CE J 3 - 5 | Reports and correspondence concerning a New Town Planning Survey Team set up by the Practice Organisation Committee, including a report with particular reference to the following towns:
Cwmbran, Monmouthshire
Crawley, Sussex
Basildon, Essex
Peterlee, County Durham
East Kilbride, Lanarkshire
Glenrothes, Fife
Cumbernauld, Dumbartonshire
Runcorn, Cheshire
Dawley, Shropshire
Livingston, Lothian | 1965 |
| A CE J 3 - 6 | Duplicate minutes, agendas, reports and correspondence of the Practice Organisation Committee. | January 1968
- March 1974 |
| A CE J 3 - 7 | Duplicate minutes, agendas, reports and correspondence of the Practice Organisation Committee. | February 1974
- December 1979 |
| A CE J 3 - 8 | Duplicate minutes, agendas, reports and correspondence of the Practice Organisation Committee. | January 1980
- January 1982 |
| A CE J 3 - 9 | Practice Equipment and Premises Committee Oct 1961 - May 1962
Reports and correspondence of Practice Equipment and Premises | 1961
- 1962 |

Committee.

A CE J 3 - 10 Practice Organisation Committee Working Party **July 1964**
Agenda and supporting papers for meeting (24 September 1964). **- September 1964**

A CE J 3 - 11 Practice Organisation Course 30-31 October 1965 **5 April 1965**
Reports and correspondence concerning a Practice Organisation **- 29 January 1966**
Course held on 30-31 October 1965, including a copy of Dr. C. Baker's paper for the College Journal entitled 'The Extent in England of Health Visitor Attachment to General Practices' (1964).
Item: Ground plan of Hampshire County Council's Hythe Health Centre.

A CE J 3 - 12 Circus Project **1971**
Reports and correspondence concerning an experiment in general **- 1976**
practice - (supported by RCGP, DHSS, University of Kent, Canterbury) based at Practice 501 London Road, Thornton Heath, the idea being that all patients first saw nurse and then doctor, the patient staying still and the doctors moving round.
Item: Lease and plans of practice
See
"Doctors on the Move. An assessment of an experimental surgery scheme in general practice."
BEVAN, J.M.; CUNNINGHAM D.; FLOYD, C.; UNIVERSITY OF KENT Health Services Research Unit (HSRU) 1977
"Doctors on the Move" RCGP Occasional Paper 7 1979

A CE J 3 - 13 Practice Organisation Committee Correspondence **1962**
Correspondence of John Whewell, Secretary of POC **- 1977**
Item: From Membership File.
John Whewell FRCGP (1919-2004)
Provost North of England Faculty
Secretary Scientific Foundation Board. Introduced A4 folders.
Visiting professor Tucson and Iowa

A CE J 4 Group Practice Study Group papers, 1964 - 4 December 1969

Papers of the Group Practice Study Group (variously Working Party/Subcommittee) of the Practice Organisation Committee.

A CE J 4 - 1 Dr. Kuenssberg: Group Practice Study Group **1964**
Papers, including minutes of meetings (11 September 1969 only), **- 4 December 1969**
agendas, reports, lists of members, and correspondence of the Group Practice Study Group (variously Working Party or Subcommittee) of the Practice Organisation Committee. Includes Ministry of Health's Executive Councils List (1964), address by R.M. Ridsdill Smith to the Practice Organisation Committee (29 September 1968), report by the Academic Review Working Party (8 May 1969) and timetable for a College conference on group practice (4 December 1969).
N.B. Collected by the convenor of the Study Group, Dr. E.V. Kuenssberg.

A CE J 5 Group Practice Study Group attendance registers, 11 September 1969 - 12 March 1971

Signed register of attendance at meetings Group Practice Study Group of the Practice Organisation Committee.

A CE J 5 - 1 Directors Attendance Book **11 September 1969**
Signed register of attendance at the meeting of Group Practice
Study Group of the Practice Organisation Committee of 11
September 1969 only. Also signed register of attendance at the
meeting of Undergraduate Education Subcommittee of 12 March
1971 only. **- 12 March 1971**

A CE J 6 Ethical Committee minutes, 20 April 1958 - Nov 1999

Minutes, mostly signed, of meetings of Ethical Subcommittee of the Finance and General Purposes Committee (1958-1963) and of (renamed) Ethical Committee (1964). The papers of the Awards and Ethical Committee (1968-1984) are kept at ACE E1-3.

In 1984, Professor David Metcalfe initiated discussions in the General Purposes Committee (GPC) about the need for the College to establish a group that would consider wider ethical issues relating to medical practice. The group was to supplement the work of the Clinical Trials Ethical committee which was limited to considering proposals for national drugs trials and post marketing surveillance projects. Marshall Marinker wrote a paper "Ethical Issues and the College: A Proposed Strategy (GPC 1986/162) - this paper reported on a meeting of those concerned from the College and the Institute of Medical Ethics which identified three sets of ethics issues that a proposed College Group might consider

- a) those that face a doctor in every consultation and in every aspect of his/her practice policy and professional life;
- b) those that relate to the College as an institution
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A CE J 6 - 1 College of General Practitioners Ethical Committee Minutes **20 April 1958**
Minutes of meetings of Ethical Subcommittee of the Finance and
General Purposes Committee (1958-1963), and of (renamed)
Ethical Committee (1964-). **- 9 May 1964**
N.B. Minutes of meeting of 18 June 1958 missing.

A CE J 6 - 2 Committee on Medical Ethics **Mar 1988**
Minutes of meetings on Committee on Medical Ethics established
in 1988 "to consider the ethics issues that are encountered by the
College and to make Recommendations to Council on how best to
respond to them." **- Sep 1997**

31 March 1988 [first meeting] chaired by Marshall Marinker

Includes discussion on remit and range of activities; GP's imprisoned in Syria, confidentiality of FPC data, contraception and the GP contract, AIDS, doctors and the drug industry, the drinking driver.

21 July 1988

Includes discussion of Confederation of Healing Organisations code of conduct, possible video tape on ethical issues, care of the homeless, payment for taking part in clinical trials and post marketing surveillance, AIDS, religious belief and the doctor/patient relationship, guidance in the research use of fetus and fetal material.

24 Nov 1988

Includes payment for clinical trials and post marketing surveillance, AIDS testing, fetuses and research, private doctors and GP's, National Ethical Research Committee, medical ethics and the MRCGP examination, MRCGP Development Study, release of patients records to consultants.

24 February 1989

Includes clinical trials and post marketing surveillance, MRCGP examination; white paper "Working for Patients", decision making and mental incapacity, torture and psychiatry, AIDS.

4 May 1989

Includes payment for clinical trials and post marketing surveillance, white paper "Working for Patients", HIV and life insurance, conference on philosophical ethics, competency and consent to medical treatment, Society of Analytical Psychology re taping of consultations for teaching purposes.

3 Aug 1989

Includes ethical content of MRCGP examination, Amnesty International and the death penalty, research during pregnancy and birth, manufactured embryos, AIDS, NHS Review, advertising in practice brochures, child abuse.

19 October 1989

Includes White paper "Working for Patients", PMA insurance reports re HIV; second opinions what should the patient expect, access to health records bill, anonymous testing for AIDS.

11 Jan 1990 [signed]

Includes PMA insurance reports, Working for Patients - the patient as consumer", RCP guidelines on practice of ethics committees in research, apartheid, demand by Family practitioner committees to receive lists of women who have undergone hysterectomies, anonymous AIDS testing.

26 Apr 1990 [signed]

Includes demand for ethical issues to be part of MRCGP, "the Patient as Consumer", regional databases of services for drug misusers, PMA insurance reports, apartheid, BMA working party to investigate the involvement of health professionals in torture, spiritual healing, tonometry, vivisection, second opinions.

16 Aug 1990 [annotated Second Version - not signed]

Includes PMA insurance reports, second opinions, changing doctors without changing address, animal rights, ownership of information in medical records, draft HIV testing kit regulations.

25 Oct 1990

Includes PMA insurance reports, second opinions, animal rights, Malta College of Family Doctors, gene therapies.

31 Jan 1991

Includes PMA insurance reports, medical records, gene therapy and confidentiality, terminal care allowance, Pond report, number of ethical committees.

25 Apr 1991

Includes PMA insurance reports, medical records, gene therapy, Pond report on medical education, confidentiality of information

and the new GP contract, EC directive on liability of suppliers of services, advertising and acceptance of gifts from fund raising groups.

15 Aug 1991

Includes medical records, gene therapy, confidentiality of information.

21 Nov 1991

Medical records, confidentiality of information, BMA guidelines on information about diseases patients, genetic medicine, medical aspects of life insurance.

27 Feb 1992

Includes medical records, access to records, confidentiality of information, DVLC visual requirements, employers request for medical history, development of clinical care computers: the clinical issues, genetic medicine, joint statement on vocational training in palliative care.

22 Apr 1992

Includes medical records, confidentiality of information, gene therapy, gender preselection centres, teaching of medical ethics, no fault compensation, BMA Ethics Committee.

16 July 1992

Includes genetic medicine, teaching of medical ethics, no fault compensation, human fertilisation and embryology, medical treatment (advance directives) bill, Patients' Liaison Committee.

26 Nov 1992 [signed]

Includes genetic medicine, no fault compensation/arbitration, NHS reforms, human fertilisation and embryology, Medical Treatment (advance directives) bill, persistent vegetative states, euthanasia, overriding of patients' refusal of consent.

25 Mar 1993 [signed]

Includes accountability and the NHS reforms, medical treatment (advance directives bill, euthanasia, overriding of patients' refusal of consent, human fertilisation and embryology authority, genetic medicine, confidentiality and teenage contraception.

[Jan 1994 meeting missing]

22 June 1994 [signed]

Includes personal morality and professional ethics, "Hypotheticals: TV Series on Medical Ethics", ethical issues arising from NHS reforms, human fertilisation and embryology act, HFEA: donated ovarian tissue in embryo research and assisted conception, Nuffield Council on bioethics - genetic screening - ethical issues, GP consultation - confidentiality and patients under 16, chaperones in general practice.

27 Oct 1994

Includes draft convention for the protection of human rights and dignity of the human being with regard to the application of biology and medicine: bioethics.

6 Oct 1994 [signed]

Includes confidentiality guide for under 16s, guidance to health authorities on clarifying responsibilities for long term health care,

consultation on the draft code of practice on openness in the NHS, draft guidance for the NHS on the confidentiality, use and disclosure of personal health information, draft Parliamentary bill governing the use and disclosure of personal health information, HIV/AIDS testing.

23 Feb 1995

Includes draft guidance on the confidentiality, use and disclosure of personal health information from the Department of Health, publication of centres' success for in vitro fertilisation and donor insemination, palliative care of the terminally care, GP's the conscience clause and abortion, measles and rubella campaign.

25 May 1995

Includes codes of practice on openness in the NHS, core values for the medical profession, xenographs, and the GP's duty to inform a patient of a significant result.

5 Oct 1995

Includes Virgin vodka - alcohol marketing campaign, health rationing study day, organ transplantation, advance statements about medical treatment, GP medical reports in injury cases - fee splitting, confidentiality and patients' records with regard to insurance companies questions about lifestyle.

18 Jan 1996

Includes NHS-wide network security, patients' records, organisation transplantation, genetic medicine, teaching medical ethics, physician assisted suicide, spina bifida treating severely impaired babies.

4 Apr 1996

Includes PMA insurance reports, genetic medicine report, consent in the criminal law, xenotransplantation, access to medical records.

5 Sep 1996

Includes genetic medicine, physician-assisted suicide, and patients' records.

30 Jan 1997

Includes genetic medicine, PMA reports, review of patient identifiable data being carried out by the Caldecott committee, Woolf report - access to justice, xenotransplantation.

1 May 1997

Includes genetic medicine, patients' records, access to justice, physician assisted suicide.

11 Sep 1997

Includes regional genetic centres, economic ramifications of genetic testing for cancer, questionnaire by North West faculty on genetics, organ transplantation, patients' records - access for financial audit, PMA reports, access to justice, physician assisted suicide, conduct of doctors.

Minutes of meetings of the Committee on Medical Ethics. The meeting of 5 October 2007 was an open meeting held at the RCGP Edinburgh Conference.

- 5 October 2007

Item: Mostly signed copies, on acid free paper.

A CE J 7 Ethical Committee later Committee on Medical Ethics papers and correspondence, 1956 - 1999

Duplicate minutes, agendas, reports and correspondence of Ethical Subcommittee of the Finance and General Purposes Committee (1958-1963) of (renamed) Ethical Committee (1964-1968). The papers of the Awards and Ethical Committee (1968-1984) are kept at ACE E2. The Committee on Medical Ethics was created 1988.

A CE J 7 - 1	Ethical Committee Duplicate minutes, agendas, reports and correspondence of Ethical Subcommittee of the Finance and General Purposes Committee.	1956 - 1963
A CE J 7 - 2	Ethical Committee Copy minutes of first meeting of Ethical Committee of 1963-64 Council (9 May 1964), papers and correspondence.	1964 - 1968
A CE J 7 - 3	Committee on Medical Ethics Copy minutes, papers and correspondence of Committee on Medical Ethics	1988 - 1989
A CE J 7 - 4	Committee on Medical Ethics Minutes and papers of meeting of Committee on Medical Ethics 1990	1990 - 1990
A CE J 7 - 5	Committee on Medical Ethics Correspondence includes makeup of committee; disclosure of records for insurance reports; involvement of health professionals in torture; doctors under apartheid; patient as consumer; spiritual healing; tonometry; vivisection; second opinions; services to drug misusers; Ethical content of MRCGP; PMA insurance reports "Mortality Risk Forecasts and Private Medical Insurance"; Nuffield conference Cumberland Lodge on Bio-Ethics; National Ethics Committee; medical ethics; <i>Item: 2 folders</i>	1990 - 1990
A CE J 7 - 6	Committee on Medical Ethics Minutes and papers of meeting of Committee on Medical Ethics 24 February 1989	1989 - 1989
A CE J 7 - 7	Committee on Medical Ethics Minutes and papers of meeting of Committee on Medical Ethics 4 May 1989	1989 - 1989
A CE J 7 - 8	Committee on Medical Ethics Minutes and papers of meeting of Committee on Medical Ethics 3 Aug 1989	1989 - 1989
A CE J 7 - 9	Committee on Medical Ethics Minutes and papers of meeting of Committee on Medical Ethics 19 Oct 1989	1989 - 1989

A CE J 7 - 10	Committee on Medical Ethics Minutes and papers of meeting of Committee on Medical Ethics Jan, Apr, Aug , Oct 1990 <i>Item: See ACE J6 for summary of the meeting</i>	1990 - 1990
A CE J 7 - 11	Committee on Medical Ethics Minutes and papers of meetings of Committee on Medical Ethics 1991 <i>Item: See ACE J6 for summary of the meeting</i>	1991 - 1991
A CE J 7 - 12	Committee on Medical Ethics Minutes and papers of meetings of Committee on Medical Ethics 1992 <i>Item: See ACE J6 for summary of the meeting</i>	1992 - 1992
A CE J 7 - 13	Committee on Medical Ethics Minutes and papers of meetings of Committee on Medical Ethics 1993 <i>Item: See ACE J6 for summary of the meeting</i>	1993 - 1993
A CE J 7 - 14	Committee on Medical Ethics Minutes and papers of meetings of Committee on Medical Ethics 1994 <i>Item: See ACE J6 for summary of the meeting</i>	1994 - 1994
A CE J 7 - 15	Committee on Medical Ethics Minutes and papers of meetings of Committee on Medical Ethics 1995 <i>Item: See ACE J6 for summary of the meeting</i>	1995 - 1995
A CE J 7 - 16	Committee on Medical Ethics Minutes and papers of meetings of Committee on Medical Ethics 1996 <i>Item: See ACE J6 for summary of the meeting</i>	1996 - 1996
A CE J 7 - 17	Committee on Medical Ethics Minutes and papers of meetings of Committee on Medical Ethics 1997 <i>Item: See ACE J6 for summary of the meeting</i>	1997 - 1997
A CE J 7 - 18	Committee on Medical Ethics Minutes and papers of meetings of Committee on Medical Ethics 1998 includes cloning, confidentiality, euthanasia, infertility treatment, mentally incapacitated adults, equity of access to treatment	1998 - 1998
A CE J 7 - 19	Committee on Medical Ethics Minutes and papers of meetings of Committee on Medical Ethics 1999 includes surrogacy; rationing of care; euthanasia; conscientious objection to abortion; confidentiality; Bournemouth Case (mental capacity); with holding and withdrawing life prolonging medical treatment; commercial sponsorship in the NHS; collection of human tissue and biological samples for research; prescribing of heroin	1999 - 1999

A CE J 8 Prescribing Costs Committee papers, 1957 - 1958

Minutes, agendas, reports and correspondence of the Committee on the Cost of Prescribing.

- A CE J 8 - 1** Minutes, agendas, reports and correspondence of the Committee on the Cost of Prescribing, including a memorandum of evidence given to the Scottish Committee on Prescribing Costs by the Scottish Council. **1957 - 1958**
Item: See also A CE L 16-1 1958 press cuttings.

A CE J 9 Effective Prescribing Working Group papers, 1982

Report of an informal working group on effective prescribing to the Secretary of State.

- A CE J 9 - 1** Report of an informal working group on effective prescribing to the Secretary of State. **1982**

A CE J 10 Medical Manpower Committee papers, 1955 - 1956

Minutes and agendas of the Ministry of Health's Ad Hoc Committee on Medical Manpower (also known as the Willink Committee), and reports and correspondence concerning College submissions to it.

- A CE J 10 - 1** Minutes and agendas of the Ministry of Health's Ad Hoc Committee on Medical Manpower (also known as the Willink Committee), and reports and correspondence concerning College submissions to it. **1955 - 1956**
Item: Copy of College report submitted to the Ministry of Health (The Committee on the number of Medical Practitioners and Medical Students), 31 March 1956
N.B. See also ACE B9-1 Central Manpower Committee interim report 1974
ACE N27-2 Enquiry Into Medical Education. "The Short Report" which includes Responses to publication of government report on Medical Manpower (1980)

A CE J 11 Future of General Practice Working Party papers, 6 August 1964 - 26 February 1965

Reports and correspondence of a working party on the present state and future needs of general practice.

- A CE J 11 - 1** **Working Party on the Present State and Future Needs of General Practice 6 Aug. 1964 - 19 Jan. 1965** **6 August 1964 - 26 February 1965**
Reports and correspondence of a working party on the present state and future needs of general practice.
Item: Present State and Future Needs of General Practice, (Reports for General Practice No.2, July 1965). Chaired by John Fry. [See also press cuttings relating to this report, A CE L 16-2].

A CE J 12 Terms of Service papers, 1958 - 1965

Reports concerning doctors' terms of service.

- A CE J 12 - 1** Verbatim transcript of a private meeting of the Royal Commission on Doctors' and Dentists' Remuneration to take oral evidence from representatives of the College. **21 November 1958**
- A CE J 12 - 2** **Charter for the Family Doctor Service** **1965**
Printed reports of joint discussions between general practitioner representatives and the Minister of Health, Kenneth Robinson, concerning a proposed 'Charter for the Family Doctor Service', signed by Kenneth Robinson and the following College

representatives: Drs. J. Cameron, E. Kuenssberg, A. Maiden and I. Jones.

A CE J 13 Paramedical Staff papers, 1960 - 1974

Minutes of meetings held to discuss issues concerning doctors' relationships with paramedical staff.

- A CE J 13 - 1** Minutes of meeting of a joint working party between the College and the Royal College of Nursing, together with drafts for a pamphlet entitled 'The Health Visitor and the Family Doctor', pamphlet entitled 'The Duties of the Health Visitor in the National Health Service', and report of the joint working party on 'Nursing in General Practice in the Reorganised National Health Service' (1974). **21 July 1960 - 1974**
Date details: gap 27 October 1960 - 1974.
- A CE J 13 - 2** Notes made by Dr. A. Whitaker of meeting at the Royal College of Nursing to discuss domiciliary help, particularly for geriatric patients. **14 October 1964**
- A CE J 13 - 3** Notes of a meeting held to discuss research into the use of paramedical staff in general practice. **14 May 1971**

A CE J 14 Preventive Medicine Working Party papers, 1977 - 1983

Records, mainly correspondence, relating to the Working Party on Prevention. This working party set up in 1978 and chaired by John Horder. Members were Jean Bainbridge [Senior medical officer DHSS]; Alastair Donald, Christopher Donovan, Allen Hutchinson, Peter Tomson and Julian Tudor Hart. In 1981 it published [Report from General Practice 18] a general statement "Health and Prevention in Primary Care". From 1981 was known as the Preventive Medicine Implementation Working Party - lead by Colin Waine. This published a report "Promoting Prevention" [Occasional Paper 22].

The Working Party had four sub groups to study
Psychiatry - Philip Graham - Chair, Peter Tomson - convenor, Sheila Ball [Health Visitor]; George Brown [Professor of Sociology], Andrew Markus, Colin Murray Parkes, [Psychiatrist] . It produced "Prevention of Psychiatric Disorders in General Practice" [Reports from General Practice 20 Feb 1981],

Child Rearing - Chris Donovan, Denis Pereira Gray - joint convenors, Prof F S W Brimblecombe, Stuart Carne, A C FAirbuen [psychiatrist], Margaret Pollak, Colin Waine, A W Wood [DHSS]. This group "Healthier Children - Thinking Prevention" [Reports from General Practice 22 July 1982],

Family Planning - Secretary Allen Hutchinson, Judith Greenwood, Nancy Loudon, Tom Mcglew, Roger Short "Family Planning An Exercise in Preventive Medicine" [Reports from General Practice 21],

Coronary, hypertensive, arteriosclerotic, diabetic and stroke disease - Julian Tudor Hart - chair, John Coope, Peter Fell, Godfrey Fowler, Brian Gibbin, Jim Mann, Laurie Pike. It produced "Prevention of Arterial Disease in General Practice" [Report from General Practice 19 Feb 1981].

In 1984 the combined reports of the original working party and sub

groups [not Child Rearing] were republished as a combined report.

The majority of meeting minutes are missing.

- A CE J 14 - 1** Correspondence (letters to and from the Working Party Chairman, Dr J P Horder) and related papers with copy minutes of first three meetings only (February - April 1978). **May 1977
- December 1979**
- A CE J 14 - 2** Correspondence (mainly letters to and from the Working Party Chairman, Dr J P Horder) and related papers with copy minutes of one meeting only (June 1981). **January 1980
- August 1982**
- A CE J 14 - 3** Correspondence (mainly letters to and from the Working Party Chairman, Dr Colin Waine) and related papers with notes of meeting (January 1982). **June 1981
- November 1983**
- A CE J 14 - 4** **Child Care Working Party** Correspondence and related papers regarding the Child Care Working Party (originally convened in 1978 as the 'Child rearing and child health' sub-group of the Preventive Medicine Working Party), particularly the launch of the report, 'Healthier children - thinking prevention', with copy minutes of meeting (April 1981). **September 1978
- March 1983**
Item: See also A CE O 13 Paediatrics, 1978 - 1996.

A CE J 15 Computer Working Party papers, 1978 - 1980

Records, mainly correspondence, relating to the Computer Working Party.
N.B. This Working Party first met in 1978.

- A CE J 15 - 1** Correspondence (mainly letters to and from the Working Party Chairman, Dr Clifford R Kay) and reports regarding the use of computers, particularly relating to the Exeter Community Health Services Computer Project, with copy minutes of first meeting only (July 1978). **July 1978
- December 1978**
- A CE J 15 - 2** Correspondence (mainly letters to and from the Working Party Chairman, Dr Clifford R Kay) and reports regarding the use of computers, with some copy minutes, agendas and supporting papers for meetings. **January 1979
- February 1980**
- A CE J 15 - 3** Correspondence, mainly relating to the Working Party report, with some draft sections. **March 1980
- September 1980**
- A CE J 15 - 4** Correspondence regarding the organisation of 'GP-INFO-80' computer conference (13-15 March 1980), with programme, lists of exhibitors and participants and some drafts of presentations. **May 1979
- June 1980**

A CE J 16 Confidentiality Working Party papers, 1973 - 1981

Correspondence and draft reports relating to the Confidentiality Working Party.
N.B. This Working Party first met in December 1978.

- A CE J 16 - 1** Correspondence and discussion papers relating to meetings of Working Party with interim report to members of Council (including papers from the Awards and Ethical Committee and the Practice Organisation Committee) and drafts for final report. **February 1973
- October 1981**
N.B. The report was prepared as an RCGP Occasional Paper but

was not published (?)

A CE J 17 Primary Care Working Party papers, 1980

Correspondence and reports relating to the Primary Care Working Party.

N.B. This Working Party was established by Council in December 1979 after concern was expressed about the erosion of traditional areas of primary care.

A CE J 17 - 1 Photocopy of Primary Care Working Party's final report with some correspondence. **January 1980
- November 1980**

A CE J 18 Clinical Standards, 1974 - 1975

Correspondence re proposal by John Fry for clinical standards committees composed of individuals with experience and knowledge to meet and prepare reports and recommendations on care and management of some of the common and important diseases and disorders encountered in general practice.

A CE J 18 - 1 Clinical Standards committee **1974
- 1975**
Correspondence re proposed groups to set standards for treating common diseases and disorders encountered in general practice.
Date details: December 1974 - January 1975.

A CE J 19 Joint Working Party on General Medical Services, 1972 - 1975

The Joint Working Party was established in December 1972 with the following terms of reference " To consider the various patterns of organisation in general practice, the ways in which they may evolve in a changing situation, the range of advantages to patients which may result, and to make recommendations." General practitioner members of the working party were PS Byrne, JC Cameron, TEA Carr, Austen E Elliott, EV Kuenssberg and BCS Slater. It reported in 1973 [Godber report] and recommended changes in appointment system, deputising arrangements, diagnostic support for general practitioners and continuity of care and the changes in general practice.

A CE J 19 - 1 Joint Working Party on General Medical Services **1972
- 1973**
Correspondence and copy of the Godber report
Item: see also ACE N-19

A CE J 19 - 2 Joint Working Party on General Medical Services **1974
- 1975**
Correspondence on future role of the working party after the publication of the Godber report
Item: see also ACE N-19
Date details: September 1874 - January 1975.

A CE J 20 Royal Commission on the National Health Service, 1976 - 1981

College evidence to the Royal Commission on the NHS which was set up in 1976 "To consider in the interests of both the patients and those who work in the National Health Service the best use and management of the financial and manpower resources of the National Health Service."

It was chaired by Sir Alec Merrison and included Professor Ivor Batchelor, Professor Paul Bramley, Sir Thomas Brown, Mr C M Clothier QC, Ann Clwyd, Mr Peter Jacques, Professor Jean MacFarlane; Miss Audrey Prime, Miss Kay Richards, Lady Sherman, Sir Simpson Stephenson, Cllr Dr Cyril Taylor, Mr Frank Welsh and Professor Alan Williams. It reported in 1979.

RCGP said that to provide good primary health care - the service needed appropriate manpower, adequate premises, an effective education and a modern records/information system. Although not all GP's reached the desirable standards - they provided a personal medical care, a team service, a willingness to change and improve, and an

economical way of providing primary care. They explained that poor care was because of poor or inappropriate education, isolation, motivation, ill defined responsibilities, and inner city pressures. They emphasised new technology in medicine, changes in understanding of health; quality standards, prevention, need for primary care to have a higher priority in the distribution of standards a move from hospital to community care.

N.B. See also Department of Health & Social Security ACE N2

A CE J 20 - 1 Royal Commission on the NHS **1976**
- 1977
Includes correspondence, drafts of College evidence to Commission, minutes of working party, comments from faculties and individual members.

A CE J 20 - 2 Royal Commission on the NHS **1976**
- 1981
Correspondence and drafts of evidence and supporting documentation.

Includes annotated extract of Irvine Loudon's "the General Practitioner and the Hospital [from Present State and Future Needs]; paper on London needs by Stephen Wilks; discussion paper sent to members; "Medical Education In the context of Health Care". "The Needs of Central Parts of Conurbation" by John Horder ; the problems of inner city practice at Elephant and Castle by John McEwan; "Health Education" by John Fry, "The Health Team" by B L E C Reedy; "Patterns of Work in General Practice" by Professor John Howie; "Prescribing In General Practice" by Professor John Howie; "The Psychiatric Role of General Practitioners within the National Health Service" by John Horder - [evidence from Mind]; "The Inspection of General Practitioner Vocational Training Schemes: an exercise in professional self regulation" by Jack Norell - Dean of Studies. "An Account of the Research Organisation and Activities of the Royal College of General Practitioners" by Clifford Kay. Copy of evidence from University Grants Committee.

*Item: Includes pamphlet "The Task of the Commission" and printed copies of College evidence to the Commission.
Date details: September 1976-February 1981.*

A CE J 21 General Medical Services Committee GMSC RCGP Joint Computing Group, 1980 - 2001

The Joint Computing Policy Group [later renamed Joint Computing Group] was established in 1980 to consider developments in computing, assessing their value and relevance to general practice and promoting the ordered development of computing in General Practice. It advises on policy to the liaison committee. Its membership includes representatives of both its parent bodies, technical experts nominated by those bodies, a representative of the Primary Health Care Specialist Group of the British Computer Society.

N.B. General Medical Services Committee [GMSC] of British Medical Association. GMSC became GPC [General Practitioners Committee] in 1999.

A CE J 21 - 1 Correspondence, minutes, reports **1980**
- 1985
Date details: October 1980 - December 1985.

A CE J 21 - 2 Papers and correspondence, minutes, reports includes discussion **1985**
- 1987
of the role and future of the group
*Item: Originally called Joint Computing Policy Group
Date details: August 1985 - May 1987.*

- A CE J 21 - 3** Papers and correspondence, minutes, reports includes classification of data, confidentiality standards for data extraction, VAMP/Meditel **1987**
- **1987**
Item: name changed from Joint Computer Policy Group Nov 1986
Date details: August 1987 - December 1987.
- A CE J 21 - 4** Papers and correspondence, minutes, reports includes technical working party on classifications; Committee on standards of data extraction in general practice **1988**
- **1988**
Date details: January 1988 - December 1988.
- A CE J 21 - 5** **JCG Technical Working Party on a Specification for GP Computers and Software** **1989**
- **1991**
Papers and correspondence, minutes, reports includes technical working party on classifications; Committee on standards of data extraction in general practice
Item: First meeting Jan 1989
Date details: January 1989 - June 1991.
- A CE J 21 - 6** Papers and correspondence, minutes, reports includes Technical Working Party, Read Clinical Classification **1989**
- **1989**
Date details: January 1989 - December 1989.
- A CE J 21 - 7** Papers and correspondence, minutes, reports includes Read Classification; application to DoH for R&D funding into GP computing, audit, inner city primary care; implications of NHS computer network; electronic patient records [Eurocare]; validation of NHS numbers **1989**
- **1990**
Date details: November 1989 - December 1990.
- A CE J 21 - 8** **College Computer Group** **December 1989**
- **December 1990**
Papers and correspondence, minutes, reports includes advice to members considering computerisation; disease classification
Item: not complete. First meeting ? November 1989 A need was identified to discuss computing matters outside of JCG so that RCGP contribution is united and informed. Also there were many areas in computing in the which the College had a role outside the political forum of the JCG; thirdly College's own internal needs for computer support to its staff and its members; fourthly there are some political issues such as databases held by computer suppliers and software for fund holding which are too sensitive for a joint group.
- A CE J 21 - 9** Papers and correspondence, minutes, reports includes NHS survey; data interchange standards; Read coding; data protection **1991**
- **1991**
Item: not complete
Date details: January 1991 - December 1991.
- A CE J 21 - 10** Papers and correspondence, minutes, reports includes NHS coding; data interchange standards; Scottish representation; "The Development of Primary Care Computers - The Clinical Issues [College Computer Group]; common basic specification; EuroCentre-PHC; ICPC v. Read; Information Management and Technology Forum; membership of the group **1992**
- **1992**
Item: papers not complete
Date details: January 1992 - December 1992.

A CE J 21 - 11 Papers and correspondence, minutes, reports includes College relationship to various computer groups; "The Future Development of General Practice Computer Systems and Medical Audit" [Conference at Castle Donington Feb 1993]; WONCA and Read codes; electronic prescribing; confidentiality; computerisation of medical records [meeting with NHS]; "Computerisation in GP Practices 1993 survey" [NHS]
Date details: January 1993 - December 1993. **1993 - 1993**

A CE J 21 - 12 Papers and correspondence, minutes, reports includes NHS number replacement programme; Accreditation; EEC medical Informatics - data interchange methodology; 1994 annual report; reviving committee on standards of data extraction COSODE; education & training; proposed medical information group; widening membership to allied professions; proposed [College] electronic communications task group
Item: Papers might not be complete
Date details: February 1994 - July 1996. **1994 - 1996**

A CE J 22 *Joint Working Party on the Redesign of Medical Records In General Practice, 1971 - 1977*

Joint Working Party of the Department of Health and Social Security [DHSS], Welsh Office, Scottish Home and Health Department, General Medical Services Committee, Scottish General Services Committee, RCGP[E V Kuenssberg, J Whewell] , Scottish Health Boards, Society of Administrators Family Practitioner Committees , Society of Family Practitioner Committees. Chaired by G H Talbot [DHSS]

The Working Party was founded October 1971 "To consider the replacement of medical records envelopes in general practice by folders suitable for A4 size records". In 1974 an interim report was published which contained recommendations for the design and layout of an A\$ size folder together with a series of standard insert-sheets. The report also offered suggestions for a phased programme for the change -over to the new records. The interim report was accepted in principle and 300,000 new records cards were distributed in 1975. However by August 1975 the DHSS decided, "no further progress can be made with the introduction of new records on account of the prevailing financial situation".

The Working Party felt that it would be useful to make generally available the information they had collected about storage, costs and so on incorporating comments made about the original proposals and so they published a Second interim report 3 May 1977

A CE J 22 - 1 Letter from Donald Irvine [Chairman of Council] to T E Nodder [DHSS] commenting on how disappointed the College is that the project to introduce new records is not to go ahead because of finance restrictions. [1st Sept 1975] **1975 - 1977**

Second Interim Report [3 May 1977]
Date details: 1975; 1977.

A CE J 23 *Committee of Enquiry Into Competence to Practice Alment, 1973 - 1976*

The Committee of Enquiry into Competence to Practice (chairman, EM Alment, later Sir Anthony), set up by the medical profession in 1973 and reported in 1976, discussed education; responsibilities of individual doctors to their patients, to the community at large and to the management of the health services; indicators of the effectiveness, competence and quality of their work; and coping with doctors who are no longer competent. The Committee recommended that patients should have increased access to information about the medical care

provided to them. It did not support a system of re-licensing doctors.

The terms of reference given to the Committee were : "To review the present methods of ensuring the maintenance of standards of continuing competence to practice and of the clinical care of patients, and to make recommendations." DH Irvine was the committee representative for the Royal College of General Practitioners, JF Hughes for the British Medical Association Junior Doctors, JC Cameron, GM Jones and RA Keable-Elliott for the GMSC and JAR Lawson for the Scottish Council for Postgraduate Medical Education. All these doctors were general practitioners.

- A CE J 23 - 1 Foundation 1973**
Correspondence and minutes concerning the setting up, members and financing of the Committee
N.B. See also letter from D A Irvine to Dr A. Gilmore, BMA, about the progress of, and its commitment to, the Committee on Competence to Practice, 14 May 1974[Byrne correspondence B BYR C 1 3] - 1975
- A CE J 23 - 2 Evidence 1975**
Questionnaire from Alment Committee on definition of competence, continuing competence, titles or diploma's awarded, complaints procedures, age and illness, linguistic competence. Includes response from RCGP
N.B. See also letter from D A Irvine to Dr A. Gilmour, BMA, about the progress of, and its commitment to, the Committee on Competence to Practice, 14 May 1974[Byrne correspondence B BYR C 1 3] - 1975

A CE J 25 Medicines Act, 1971 - 1978

The Medicines Act 1968 was introduced by the DHSS following a review of legislation relating to medicines prompted by the thalidomide tragedy in the 1960s. It brought together most of the previous legislation on medicines and introduced a number of other legal provisions for the control of medicines. It did not deal specifically with dangerous drugs but many of the requirements of the Act applied to dangerous drugs.

The Act divided medicinal drugs into three categories, depending mainly on the dangers they posed and the risk of misuse. The categories are:

- A) Prescription only medicines, which may be sold or supplied to the public only on a practitioner's prescription. They may be administered only by or in accordance with directions from an appropriate practitioner, which term includes a medical practitioner. With the exception of controlled drug preparations below a certain strength set out in Schedule 5 to the Misuse of Drugs Regulations (MDR) 2001, all controlled drugs are prescription only medicines.
- B) Pharmacy medicines, which, subject to certain exceptions, may be sold or supplied only from registered premises by, or under the supervision of, a pharmacist. Most products listed within Schedule 5 are pharmacy medicines.
- C) General sales list medicines, which may be sold or supplied direct to the public in an unopened manufacturer's pack from any lockable premises. No controlled drugs are general sales lists medicines.

Includes review of various medicines, licensing fees, information to patients about their prescribed medicines, advertising, prescription pricing

- A CE J 25 - 1** Correspondence and comments includes membership of Medicines Commission, comments
i) oral contraceptives to the committee on Safety in Medicine;
ii) inquiry into the functions, constitution and organisation of the
1971
- 1978

Prescription Pricing Authority;
iii) insulin
iv) British National Formulary
v) applications for product licenses
Item: Original file contained lots of product and regulation reviews on which the college did not wish to comment and have been weeded out.
Date details: 22 November 1971 - 19 April 1978.

A CE J 29 Fellowship by Assessment (FBA), 1986 - 2005

From 1968 to 1989, Fellowship of the RCGP had always been decided by nomination, whereby candidates' names were put forward to the Fellowship Committee without their knowledge. (See also Fellowship by Nominations A CE E 4-6). In 1979, Prof. JH Walker (Hon Sec. of the Exam Board) put forward a paper suggesting that as members were being admitted by exam, the same system should apply for Fellows. When the 'What Sort of Doctor Scheme' (see A CE H 39 1) began in 1980 to examine ways of assessing GPs within their own practices, it was suggested to Council in 1981 that these methods of assessment could be used as an alternative to Fellowship by Nomination.

Between 1986 and 1989, the Fellowship by Assessment (FBA) Working Group was established and worked to discuss the importance of FBA and the principles and criteria it should follow. The group was initially chaired by J. Ferguson, and then by Peter Hill from 1987 to 1988 and Richard Baker from 1989-90. It was originally developed under the Education Division to underline its educational importance. (See also A CE H 1-3). A paper on the principles of FBA was agreed by Council in June 1988, which included the decision that Fellowship by Nomination should continue to run, but that there should ultimately be a single route to fellowship.

Tamar and North West Faculties began to independently develop criteria and to pilot FBA schemes between 1986 and 1989, supported by the FBA Working Group. Their work was examined and compared in the preparation of the first set of FBA criteria (FBA1), which was approved by Council on 10 June 1989, coming into force on 1 July 1989. The first four Fellows by Assessment were elected on November 18, 1989, being Julian Dennis, Alan Hutton, Anthony Lewis and Michael Pringle.

Fellowship by Assessment required candidates to submit a portfolio, explaining how they and their practices met each of the criteria. Candidates also submitted a series of videotaped consultations and their practices were visited by two assessors.

Between 1990 and 1992, the FBA Working Group continued to develop the scheme and to produce subsequent versions of the criteria. Michael Pringle took over as Chair of the Working Group in 1990 and in the same year, FBA left the Education division in c1990 and became a formal subcommittee within the Fellowship Committee. (See also A CE E 4-6)

The whole administration of FBA was moved to the Vale of Trent Faculty with effect from 1 February 1993 as part of a new policy of supporting the faculties and building up their responsibilities. Vale of Trent continued to have its own subgroup of local representatives who reported to the main FBA Working Group; both groups were administered from the Faculty office. Administration of the Group moved back to London in c2003-4.

Alison Kay became chair of the FBA Working Group in 1998, and at the end of 1999, the Vale of Trent Working Group was renamed the FBA Local Working Group, and the FBA Working

Group became the FBA National Working Group.

The administration of FBA and the Quality Practice award (QPA) was combined in 2001. The first meeting of the Joint Fellowship by Assessment and Quality Practice Award Working Group took place on December 11, 2001. Though FBA continued to be developed in its own right, the group worked towards the integration of the College's quality initiatives, particularly towards the harmonisation of the FBA and MAP (Membership by Assessment) criteria.

John Holden assumed the Chair of FBA in 2002. On 16-17 June 2003 a development event was held at Hassop Hall, Derbyshire to discuss the future of the scheme. This meeting was instrumental in initiating discussions for a unified route to Fellowship to replace both FBA and Fellowship by Nomination (FBN). Further discussions on the future of FBA followed, and the Proposals for the Final Stages of Fellowship by Assessment were presented to Council in June 2005. On 30 June 2006, the Fellowship by Assessment route was closed, and both this scheme and FBN were replaced by a unified route to Fellowship. The final FBA's were awarded at the Spring Meeting in May 2007. A commemorative event was planned for 2007, but was cancelled due to a lack of take up.

The series contains minutes of the FBA Working Group and involved faculties; correspondence and papers on the development of the criteria; published criteria; pilot studies; assessor training; candidate and assessor study days; sample applicant files; related projects; administrative papers; audit and publicity. The completed portfolios of FBA applicants are held at the Welcome Institute. More information on the origins and development of FBA is documented in Occasional Paper 50 [1990] (see A CE J 29 26) and in Richard Moore's book, *The First Hundred Fellows by Assessment* [1998] (see A CE J 29 27). A video of Mike Pringle talking about FBA/MAP in a staff talk can be found at C-AV-C4-18.

A CE J 29 - 1 FBA Working Group Minutes and Agenda Papers 1986-1989 1986 - 1989

- 28 May 1986: Minutes
- 16 July 1986: Minutes
- 15 October 1986: Minutes (unconfirmed)
- 6 July 1988: Minutes
- 2 February 1989: Minutes and papers, including:
FBA Working Group Second Report [Peter Hill, Dec 1989]
- 5 April 1989: Minutes and papers, including:
The Guide to Fellowship by Assessment FBA1.
The Proposed Principles for the Selection of Criteria [March 1989]
- 21 June 1989: Minutes (Officer's Meeting)
- 20 July 1989: Minutes and papers, including:
Evaluating Fellowship By Assessment [Richard Baker]
Information to Faculties on the Organisation of Formal Assessment Visits [Richard Baker]
- 4 October 1989: Minutes and Papers, including:
A report on the first Faculty Study day, held on September 6, 1989.

Also includes:
Minutes of a meeting of the North of England Faculty Fellowship by Assessment Working Group, 13 April 1989.

Item: Correspondence for the same period is at A CE J 29 8.

A CE J 29 - 2 FBA Working Group Minutes and Agenda Papers 1990

Minutes and Agenda Papers 1990-1992.

- 1992

- 6 February 1990: Minutes and papers
- 28 March 1990: Minutes and papers
- 9 May 1990: Papers
- 17 January 1991: Papers
- 9 May 1991: Minutes
- 8 August 1991: Minutes and papers
- 12 December 1991: Minutes and papers
- 11 February 1992: Minutes and papers
- 30 July 1992: Minutes and papers
- 29 October 1992: Minutes and papers

Papers include:

- Reports and correspondence on: FBA progress, criteria development, visits to practices, training and assessment, study days, video consultations, membership by assessment, female applicants, application procedures and administration of the scheme.
- Draft report: Membership by Assessment: Principles and Methods [FBA Working Group, 1992].

Item: Correspondence for the same period is at A CE J 29 8-9

A CE J 29 - 3

FBA Working Group Minutes and Agenda Papers

Minutes and agenda papers 1994-1996

**1994
- 1996**

FBA Working Group:

- 16 December 1993: Minutes
- 7 April 1994: Minutes and papers
- 25 August 1994: Minutes and papers
- 15 December 1994: Minutes and papers
- 8 June 1995: Minutes and papers
- 21 December 1995: Minutes and papers
- 11 July 1996: Minutes and papers

Faculty Board Working Group on FBA:

- 12 May 1994: Minutes and papers

Vale of Trent FBA Working Group:

- 10 March 1994: Minutes and papers
- 12 May 1994: Minutes
- 23 June 1994: Minutes and papers
- 19 January 1995: Minutes
- 9 March 1995: Minutes
- 27 April 1995: Minutes and papers
- 24 August 1995: Minutes and papers
- 6 December 1995: Papers
- 4 April 1996: Minutes and papers
- 27 June 1996: Minutes and papers
- 15 August 1996: Minutes
- 14 November 1996: Minutes and papers

Agenda papers include reports on FBA progress, criteria development, user's guides, consultation assessment, practice visits, lay observers, video consultations, study days, training of assessors and advisors, publicity leaflet and FBA audit.

Item: Correspondence for the same period is at A CE J 29 9

A CE J 29 - 4 FBA Working Group Minutes and Agenda Papers 1997-1999 **1997
- 1999**

Fellowship By Assessment National Working Group:

- 9 January 1997: Minutes
- 10 July 1997: Minutes and papers
- 11 December 1997: Minutes
- 3 December 1998: Minutes
- 25 May 1999: Minutes and papers
- 16 November 1999: Minutes and papers

Vale of Trent Fellowship by Assessment Working Group

- 4 February 1999: Minutes
- 20 April 1999: Minutes and papers
- 13 July 1999: Minutes and Papers

Also includes:

- Draft of RCGP Information Leaflet 16: Fellowship of the Royal College of General Practitioners [April 1997].
- Draft of RCGP Information Leaflet 17: RCGP Fellowship by Assessment [March 1997].
- Review of FBA Criteria and Proposals for Changes [FBA Working Group, November 1999].

Item: Correspondence for the same period is at A CE J 29 9

The National Working Group meeting of June 1998 took the form of an 'Away Day', held at Risley Hall Country Hotel. See A CE J 29 7

At the end of 1999, The Vale of Trent Working Group was renamed the FBA Local Working Group, and the FBA Working Group became the FBA National Working Group.

A CE J 29 - 5 FBA Working Group Minutes and Agenda Papers 2000-2001 **2000
- 2001**

FBA Working Group/National Group:

- 30 May 2000: Minutes and papers
- 1 November 2000: Minutes
- 18 May 2001: Minutes and papers

Vale of Trent/Local Working Group:

- 4 May 2000: Minutes and papers
- 27 June 2000: Minutes and papers
- 15 March 2001: Minutes and papers
- 29 November 2001: Minutes and papers

Papers cover: FBA leaflets, audit and statistics, criteria development, assessor training, and avoidance of discrimination.

Item: Correspondence for the same period is at A CE J 29 9

A CE J 29 - 6 Joint Fellowship by Assessment and Quality Practice Award Working Group Minutes and Agenda Papers 2002-2004 **2002
- 2004**

Joint Fellowship by Assessment and Quality Practice Award

Working Group:

- 14 May 2002: Minutes and papers
- 20 November 2002: Minutes and papers
- 25 November 2003: Minutes
- 11 May 2004: Minutes and papers

Papers cover: Professional development, audit and statistics, criteria development, and integrating College Quality Initiative and Awards.

**A CE J 29 - 7 FBA Away Day 1998
- 1999**

Papers from the FBA Away Day held at Risley Hall on 2 June 1998. The Away Day took place instead of the regular National Working Group meeting, and aimed to formulate a strategic plan for the development of FBA over the following five years.

Includes:

- Delegate list.
- Delegate pack containing: programme, Minutes of the FBA Working Group 11 December 1997, contract for the administration of FBA with the RCGP Vale of Trent Faculty, notes on resources, and reports on Lay Observers.
- Booklet on the FBA experience [Amar Rughani and Ed Warren, 1999].
- A breakdown of FBA's by Faculty.
- Presentation acetates.
- Copies of the Consultation Workbook.
- FBA Development Plan for submission to CEC.

**A CE J 29 - 8 FBA Development 1986
- 1990**

Correspondence and reports relating to the development of the FBA Scheme and the criteria for assessment.

Includes:

- A letter to and replies from the Faculties on their existing methods of Fellowship assessment and opinions on what the FBA criteria should be [March - June 1986].
- GPC/183. A Report by the Joint Fellowship/Membership Working Group to the General Purposes Committee, reviewing the basis on which Fellowship is awarded [August 1986].
- Successive drafts of criteria developed by Tamar and South East Thames Faculties, with minutes of their working group meetings.
- Proposals for the pilot study [c. October 1986].
- Report on Lay Participation in Practice Visits [Dr Denis Durno, July 1988].
- Practice Visiting Booklet, a sample form used to gather information from practice visits [August 1988].
- Proposed Model for the Assessment of Candidates for Fellowship of the College [12th draft, January 1989].
- GPC/70 1989. Report of the Fellowship by Assessment Working Group of the Education Division [April 1989].
- Briefing paper on the History of the FBA Initiative [May 1989].
- Report on Evaluating FBA: An Exercise in Peer Review [Richard Baker, c.June 1989].

Item: See also A CE J 29 10 for published criteria.

A CE J 29 - 9 FBA Development 1993

Correspondence and reports relating to the development of the FBA Scheme and the criteria for assessment.

- 2004

- Report on Possible Changes to FBA Criteria [1993].
- Programme for and evaluation report on the FBA Study Day held on 5th October, 1993.
- Correspondence and reports regarding the devolution of FBA to the Vale of Trent Faculty [1993-1996].
- Report: Assessing the Consultation, A Paper For the FBA Working Group [24 August, 1994].
- Proposed changes to FBA6 [1995].
- Report: Consultation Skills [1995].
- Draft version of Goals for Practice 2000: The Guidebook [1996].
- Video Recording Guidance from the GMC [1997]
- Draft proposals for changes to FBA7 [1997].
- List of approved changes to FBA8 [1998].
- Council paper C/61: Proposed Changes to the Criteria [1999].
- Council paper C/62: Proposed Changes to the Fee Structure [1999].
- Correspondence giving suggestions for changes to the criteria versions FBA9-FBA11 [1999-2001].
- Copies of FBA10 and FBA11, annotated with possible changes [2000-2001].
- Fellowship Committee paper CFE/5: Annual report on Fellowship by Assessment by the Chair of the FBA Working Group [Apr 2001]
- Report on a 2004 questionnaire on whether FBA should continue to be developed by annual evolution, or by a major review. Includes SWOT analysis of FBA.

Item: The Study Day on 5 October 1993 was for the purpose of assessing the development of FBA and auditing its progress. See also A CE J 29 10 for published criteria.

A CE J 29 - 10 FBA Published Criteria

**1990
- 2005**

Guide and Criteria for Fellowship by Assessment, FBA2-15 [1990 to 2005] . Criteria for 2001 and 2002 (FBA11 and 12) are missing.

Also includes:

- Checklists for the Assessors and the Candidate to prepare for the Assessment Visit, FBA7-9 [1996-1998] and FBA12-14 [2002-2004].
- Criteria Users Guide, FBA11 and 12 [2001 and 2002].

Item: The FBA criteria were published annually. Council paper C/79 [12 Feb 2005] proposed changes for FBA16, though there is no published copy of this edition in the archive. For FBA1 [1989], see A CE J 29 1 See also A CE J 29 8-9 for criteria development.

A CE J 29 - 11 FBA Pilot Visits

**1988
- 1989**

Correspondence and reports on pilot practice visits.

Includes:

- Correspondence between the Working Group and the doctors volunteering for pilot visits (divided by Faculty).
- Notes and reports on various pilot visits, discussing the ease of gathering information and how to improve the process. Also gives

recommendations to the FBA Working Group on possible changes to the criteria. Practices visited include those of Robert Sibbald, Alun Edwards, Julian Turner, Richard Baker and Mollie McBride.

- Checklist for assessors.
- Report: Reflections on the methodology of Fellowship by Assessment [Richard Baker, 1988].

Item: The purpose of the pilot visits was to test the validity of the FBA criteria and the feasibility of practice visits as an assessment method. In addition, the pilots aimed to train the first pool of assessors.

The pilot visits were not part of the assessment process for FBA, and doctors were not awarded Fellowship if their practice 'passed'.

**A CE J 29 - 12 FBA Sample Pilot Visit 1989
- 1989**
Sample Pilot Visit to the practice of Mollie McBride (Hon. Sec of the College), Chester, including correspondence organising the visit, and material supplied as if it were being submitted for FBA.

Assessment material includes:

- Curriculum Vitae for M. McBride.
- Lache Health Centre Annual Report [1988].
- Notes on the Practice's procedures and policies regarding various issues such as continuity of care, emergency calls, vaccinations etc.
- Statistics on immunizations, prescriptions, referrals.
- Various articles written by M. McBride.
- A Study of Morbidity in Mersey Region , 1981-1982 [1987].
- Notes on videotape consultations.
- Video consultation consent form.
- Patient diagnosis list 01/05/89 - 07/05/89.

Item: The purpose of the pilot visits was to test the validity of the FBA criteria and the feasibility of practice visits as an assessment method. In addition, the pilots aimed to train the first pool of assessors.

The pilot visits were not part of the assessment process for FBA, and doctors were not awarded Fellowship if their practice 'passed'.

**A CE J 29 - 13 Pilot Study on Video Consultations 1995
- 1995**
Reports and related papers on a Pilot Study on Consultation Assessment by the Vale of Trent Faculty.

Includes:

- Video Assessment Protocol for the West of Scotland Faculty.
- Sample of the feedback questionnaire given to pilot volunteers.
- PowerPoint presentation slides and notes.
- Draft copies of the Consultation Workbook.
- Draft copies of the Report on the Pilot Study.
- Final Report sent to Council on 9 September 1995.
- Proposals for new FBA criteria.

Item: The purpose of the study was to find method to apply greater reliability and consistency to the video consultation aspect of FBA

Assessment. It resulted in the development of the Consultation Workbook, a document which was completed by the candidate to accompany the video footage.

A CE J 29 - 14 FBA Lay Assessor Pilot **1996**
Pilot study to assess the possibilities and value of including lay assessors in the FBA practice visits. **- 2003**

Includes:

- A proposal for Council [1996]
- Report on the first FBA Assessment visit with a lay observer, 20th August 1997. Includes summary of feedback from the candidate, assessors and the lay observer.
- Report to Patients' Liaison Group on the experience of being the lay observer [Eileen Hutton, August 1997].
- Summaries of feedback from further pilots and trial visits with lay observers, with example questionnaires [1999-2000]
- Newsletter article on Lay Assessors and FBA [Burncross Surgery, Sheffield, n.d].

A CE J 29 - 15 FBA Assessor Study Days **1990**
Study days for candidates held on: **- 2005**

1990: 13 November
1998: 5 May
1999: 17 February
2000: 25 & 26 February
2001: 17 June, 23 November
2002: 2 May, 10 September
2003: 25 May, 7 November
2004: 16 March, 5 October
2005: 13 April, 20 October

Papers include initial proposals, programmes, delegate lists (some signed), sample feedback forms, feedback summaries, Postgraduate Education Allowance forms, study day reports, presentations, accompanying papers (reports, criteria, etc), sample flyers, correspondence, delegate packs.

Item: Study sessions held on 9 February 1994 - 15 October 1996 were for candidates as well as assessors/advisors (see A CE J 29 17). These days were often run in two sessions; the morning was for assessors and the afternoon for candidates. From 1997 the study days were run separately.

The study days held in 2000 onwards were joint sessions for FBA and the Quality Practice Award (QPA).

A CE J 29 - 16 FBA Assessor Training **1997**
Correspondence, reports and papers regarding the training and assessment of FBA Assessors. **- 2002**

Includes:

- Guidance booklets for Advisers and Assessors [1997 and 1998].
- Contains information on the role of the assessor, support, video consultations, observers and financial assistance.

- Lists of FBA Assessors and potential assessors, noting training requirements [1999].
- Sample Quality Programme Assessors nomination form.
- Guidance on Roles and Responsibilities of College Examiners and Assessors.
- Guidelines for MAP Assessors, [Mike Powell, 2002]
- Correspondence and papers on the Assessing the Assessors Trial, a questionnaire completed by Assessors during FBA visits.
- Notes from Quality Network Team Meeting [13 May 2002].
- A Risky Business: Managing Risk at the RCGP [Andrew Hall and Gill McDonald, 2001]
- Summary of responses to questionnaire regarding FBA Assessor Reimbursements.
- Questionnaire sent to potential assessors [1999].

A CE J 29 - 17 FBA Candidate Study Days **1994**
- 2004

Study days for candidates held on:

1994: 9 February, 5 October
 1995: 10 October
 1996: 15 October
 1997: 18 November
 1999: 16 February, 2 October
 2000: 29 February, 30 September
 2001: 2 May, 24 November
 2002: 29 May, 10 September, 11 September (cancelled), 23 October, 10 December
 2003: 23 May, 8 October
 2004: 18 May, 18 November
 2005: 7 June, 23 November

Papers include initial proposals, programmes, delegate lists (some signed), sample feedback forms, feedback summaries, Postgraduate Education Allowance forms, study day reports, presentations, accompanying reports, criteria, etc, sample flyers, correspondence, delegate packs.

Item: The study sessions held on 9 February 1994 - 15 October 1996 were for assessors/advisors as well as candidates. These days were often run in two sessions; the morning was for assessors and the afternoon for candidates. From 1997 the study days were run separately.

The study days held on 29 May 2002, 10 December 2002 and from 18 May 2004 were run in collaboration with the Institute of Healthcare Management.

The study days held from 10 December 2002 were joint sessions for FBA and the Quality Practice Award (QPA).

A CE J 29 - 18 FBA Candidate Study Day Presentation Pack **1997**
- 1997

Study packs compiled for use during the Candidate Study Days.

- Includes:
- PowerPoint presentation
 - GMC Draft Guidance to Making and Using Visual and Audio Recordings of Patients

- Blank Consultation Logbook
- Examples of completed Logbook
- Videotape containing 10 consultations (using actors as patients)
- Checklist for candidates to prepare for the assessment visit (FBA7 and FBA8)
- Acetate showing FBA Applications and Notification figures 1989-1997.

Item: The study pack originally contained the PowerPoint presentation in several formats to allow trainers to choose the most suitable. Only the paper copy has been retained ; acetates, 35mm slides and floppy disk versions have been destroyed.

A CE J 29 - 19 FBA Sample Applicant Files **1989**
- 2002
 Sample applicant files from 1989, 1995 and 2002.
 Containing: notifications to apply, application correspondence, recommendations to Fellowship Committee, arrangements for practice visits and assessors' feedback on the visits.

Item: Three files only, sampled from a total of c.239. Files destroyed: 8 files (1989-1991), 14 (1994), 26(1995), 37(1996), 16(1997), 31 (1998), 43 (1999), 27(2000), 17(2001), 17(2002)

Applicant Portfolios are at the Wellcome Institute.

Date details: 1989, 1995 and 2002 only.

A CE J 29 - 20 FBA Applicant Feedback **1989**
- 2002
 Correspondence from applicants discussing various aspects of FBA policy, and giving suggestions for changes to the criteria. Topics include prolonged study leave, audit, practice visits and video consultations.

Item: Extracted from membership files (see A CE J 29 19)

A CE J 29 - 21 FBA Administration **1993**
- 2004
 Correspondence and reports regarding the administration of FBA.

Includes:

A. Committee Correspondence, 1993-1999.

Correspondence between Denis Pereira Gray and FBA committee members on various administrative issues. Includes the report Summative Assessment of Vocational Training For General Practice [Joint Committee on Postgraduate Training for General Practice, 1993].

B. Project Bids, 1993-1999.

Correspondence and papers regarding bids to the Council and the NHS for funds for FBA. Includes Assessing the Consultation in Fellowship by Assessment: A Bid for NHS Executive Funding [Mike Pringle, 1994].

C. Administrator's Correspondence, 1993-2002.

Includes examples of mailings, correspondence regarding fees, administration costs and visits, paper on the Consultation Skills Demonstration Tape [1996], Briefing on Changes to Fellowship by Assessment For 1997, administrative guidelines c1999.

D. Enquiries, 1993-2002.

Queries from candidates, potential applicants and committee members regarding various aspects of the FBA criteria.

E. Accreditation, 1996-2000.

Correspondence regarding the possibility of using FBA for accreditation towards a Masters Degree.

F. Inner City Practices, 1993-1994.

Correspondence regarding the problems of applying FBA Criteria to Inner City Practices.

G. Prolonged Study Leave, 1995, 1997.

Correspondence regarding the possibility of taking prolonged study leave to complete FBA.

H. FBA and Health Authorities, 1996-2000.

Correspondence, meeting notes and reports regarding the possibility of Health Authority funding for FBA.

I. FBA and other Professional Bodies, 1994-2000.

Correspondence regarding FBA's association with the Association of Managers in General Practice (AMGP) and the Institute of Healthcare Management (IHM).

J. Finance 1987-1996.

Correspondence and memoranda regarding the FBA budget and candidate fees.

A CE J 29 - 22 FBA Dental and Armed Services 1994 - 1995
Correspondence and minutes regarding the possibility of modifying FBA Criteria for dental practices and the Armed Services.

Includes:

- Minutes of the Vale of Trent Faculty FBA Working Group [3 Nov 1994].
- Minutes of the Fellowship by Assessment Working Group [15 Dec 1994].
- Minutes and agenda papers for the Vale of Trent Faculty Board Meeting [19 Jan 1995].
- 'Communications Skills: Proposals for Assessment [P. Howard and Dr. G Humphris, 1995].

A CE J 29 - 23 FBA, Awards and Quality Assessment 2001 - 2002
Correspondence and reports concerning the relationship between FBA and other Awards and Quality Assessment Methods.
Includes reports on:

- The harmonisation of RCGP Awards.
- Clinical and Special Projects.
- RCGP Quality Programmes: How the Support GP Careers and Practice Development
- Quality Assessment (including statistics on Fellows by Assessment 1989-2001).

- A CE J 29 - 24 FBA Audit and Review** **1995**
- 2004
- Statistics and reports produced for the annual FBA audit and review.
- Includes:
- Sample completed questionnaires and questionnaire summaries [1995, 1996, 1998, 2001, 2002, 2004].
 - Summary of FBA Applications [1995].
 - FBA Statistics [1989-1995, 1996, 1997, 1998, 2002, 2003].
 - List of FBAs to 1998.
 - Notes on FBA Training Day [25 January 1997].
 - Report on the FBA Review Visit, Nottingham [6 November 1997].
 - FBAs by Faculty [1998].
 - Draft statistics [1999, 2000, 2001]
 - Report on the relationship between QPA/FBA/MAP and P-ACC, [Scottish Council, c1999].
 - Draft Review [2000].
 - Vale of Trent Faculty FBA Review [2000].
-
- A CE J 29 - 25 Final Stages of FBA** **2003**
- 2007
- A. Unified Fellowship and the Hassop Hall Group, 2003 and 2007. Letter from Clifford Kay regarding the importance of the Hassop Hall Group in initiating the development of a unified route to Fellowship to replace Fellowship by Nomination and Fellowship by Assessment. Accompanied by a CD containing the group's timetable, subsequent draft copies of a discussion paper, a brief history of the Group and a photograph of the participants.
- B. Series of email correspondence discussing the winding up of FBA, Sept 2004 - June 2005.
- Includes:
- A draft risk assessment and proposal for the final stages of FBA [April 2005]
 - Council Paper C/148 The Future of Fellowship of the RCGP [September 2004].
 - Council Paper C/112 Proposals for Final Stages of Fellowship by Assessment [June 2005].
 - Council Paper C/20 Unified Route to Fellowship [19 November 2005].
- Item: The Hassop Hall Group met on June 16th and 17th 2003*
-
- A CE J 29 - 26 FBA Publicity** **1995**
- 2003
- Includes:
- Articles in RCGP Connection [1991] and Yorkshire Medicine [1997]
 - Reports for the Members' Reference Book [1993/94 and 1996/97]
 - FBA Newsletters [February 1995, June 1996, October 1998, August 2000, January 2003]. Ideas and draft advertisement for the 1999 Newsletter.
 - FBA Update [Spring 1997]
 - Contribution for the New Hon. Secretaries' Handbook [1997].
 - Print out of FBA content from the RCGP Website [June 1997].
 - Print out of FBA content on the RCGP Website: Unofficial archive information [2008].

- News article: The Market Surgery take the RCGP's Gold Standard Award Beyond 250: a practice's experience in undertaking Fellowship by Assessment, [Susannah Johnson, c2002].
 - Information Leaflets [1997]
 - Occasional Paper 50: Fellowship by Assessment [2nd ed. 1995].
 - Article on Fellowship by Assessment 1989-2006 [Alison Miles and John Holden, BJGP 2007 January 1; 57(534):74-75].
- Item: A video of Mike Pringle talking about FBA/MAP in a staff talk can be found at C-AV-C4-18*

A CE J 29 - 27 Book on FBA: The First Hundred Fellows by Assessment [1998] 1994 - 1997

Correspondence regarding and draft sections of The First Hundred Fellows by Assessment, a book about the history and development of FBA, written by Dr Richard Moore, published in 1998.

A CE J 29 - 28 Archiving FBA 1998 - 2008

Correspondence and notes regarding the archiving of the FBA material. Includes:

- Correspondence between the College Archivist and the FBA Working Party on how best to keep the FBA archives [1998-2001].
- Correspondence and transfer documentation regarding the transfer of FBA Practice Portfolios to the Wellcome Trust. [2001-2007].
- List of FBA Working Group Committee Members by year [2008].
- List of FBA Working Group Committee Members by name [2008].
- Original listing of material transferred to the College Archive [c2006].

A CE J 30 Accredited Professional Development APD, 1998 - 2003

In the mid 1990's the College was very interested in developing a continuing education accredited programme which would possibly link to revalidation and appraisal which after Shipman, and publications such as Good Medical Practice for General Practitioners it was expected that proving of fitness to practice and revalidation or recertification through a GP's career would become mandatory very soon and the College wished to set up programmes to cater for these need.

The programme was developed by Janet Grant and Lesley Southgate and Ruth Chambers was appointed convenor. Sponsorship was provided by MDU (Medical Defence Union) and a publishing deal was agreed with Radcliffe Medical Press. The College publishing team dealt with the publication of the hard copy version and Radcliffe dealt with the CDROM and web based version of the programme. The programme came under the Directorship of Alison Baker and Razvana Kurkic, followed by Sarah Lantry and then Sarah See took the role of project manager.

APD was designed to last five years with six modules helping GPs to collect all the information and evidence that were to be required for their annual appraisals and revalidation. the modules included 1. Keeping Up to date and Improving Care; Communication Skills; Medical Record Keeping; Access and Team- Working; Referrals and prescribing; complaints and removals. The standards of each participating GP to be assessed each year by an assigned facilitator to see how

they matching up to "Good Medical Practice for GP's" and other requirements for revalidation. There were three options either buy the APD materials and undertake self directed learning and attend an optional APD study day; register for either of the RCGP Facilitated programmes i.e. face to face facilitation or facilitation by electronic means; register for the facilitated programme provided by their PCO [Primary Care Organisation] or deanery or practice group

APD was launched 24th April 2002 at the MDU offices after a pilot version had been successful.

The project was first developed under the wing of the Education Network but then moved to the new Quality Network in 2001. Ideas were explored to roll out APD to other countries e.g. the Falkland Islands

However difficulties arose with the programme although all the material and the support was admired, take up was low, costs had risen, the value of paying for this scheme when free appraisal schemes were proposed by the NHS and it was not clear that MDU would extend their sponsorship and it was not felt that the aims of the programme were clear. In Dec 2002 individual APD was suspended pending a review and Professor Chamber resigned her post as convenor March 2003. The review reported to CEC February 2003.

Correspondence, reports (including CEC and Council), meeting minutes, publications

N.B. Ruth Chambers was convenor

Lesley Southgate and Janet Graham developed APD until the pilot stage

Pilot in KSS Deanery organised by Abdol Tavabie

A CE J 30 - 1	Minutes and Papers	1999 - 2003
	APD: Management Group	
	13 May 1999 minutes	
	5 Oct 1999 minutes and papers	
	15 Dec 1999 Minutes	
	25 April 2000 Minutes and papers	
	5th July 2000 - Minutes	
	26 Nov 2000 - minutes	
	24 Nov 2000 - papers	
	 APD: Steering Group 11 July 2001 papers	
	 APD: Implementation Group 31 Jan 2002 - papers	
	 APD: Inner Executive and Stakeholder Group 8 Jan 2003 - papers	
	<i>Item: see also ACE P10-7 - international development of APD</i>	
 A CE J 30 - 2	 Correspondence and reports	 1998 - 2000
	Includes conference "Continuing Professional Development - The Way Ahead" (29th October 1998); draft position (and spec) paper by Mike Pringle on APD proposal; "The Inter-Relationship between Continuing Professional Development, Clinical Governance, Accredited Professional Development and Revalidation" {Mike Pringle}; Press Release; "Outline of General Methodology [Oct 1999] ; Report of Consultation on General Methodology [Jan 2000]; tender criteria; University of Manchester Practice Based Learning Pack; summary of activities and feedback from the group undertaking the communication skills module [Lesley Southgate]; APD: Revalidation through Education Conference 18 July 2000; CEC APD Progress Report	
	<i>Item: see also ACE P10-7 - international development of APD</i>	

A CE J 30 - 3

Correspondence and reports

**2001
- 2001**

Includes

- i) sponsorship from MDU;
- ii) CEC update paper [17 March 2001] included "outline GMC agreement that APD may be able to provide evidence for revalidation";
- iii) documentation "Guidelines for participants, The APD record and a Resource File" [C/128 March 2001];
- iv) contract with South Thames Deanery to produce a pilot;
- v) "Outline Vision of the Royal College of General Practitioners' Accredited Professional Development as timetabled programme in 2001-2004 [Ruth Chambers];
- vi) SWOT analysis [Ruth Chambers 10 May 2001];
- vii) draft quality assurance programme [18 July 2001];
- viii) press release of joint launch by RCGP and MDU;
- ix) Information sheet;
- x) report of progress of pilot [South West Thames] [6 July 2001];
- xi) proposed organisation of facilitator scheme [see also ACE J30-6 Facilitators];
- xii) marketing information sheet [see also ACE J30-5 Sponsorship];
- xiii) meeting about flexible arrangement [30 Nov 2001];
- xiv) proposed alternative way for APD;
- xv) press cuttings;
- xvi) Scotland;
- xvii) " APD - An Evaluation" [Fraser MacFarlane - University of Surrey];
- xviii) recognition of APD for appraisal purposes
Item: see also ACE P10-7 - international development of APD

A CE J 30 - 4

Correspondence and reports

**2002
- 2002**

Includes

- i) notes of meeting notes of APD with the Independent Doctors Association;
- ii) notes of meeting to discuss production and delivery of APD CD-ROM;
- iii) notes on discussion of APD at Feb 2002 CEC;
- iv) "Flexible option for offering APD programme from a primary care organisation or a deanery (final, draft 2 and Draft 3 March - June 2002)
- v) Council paper C/107 on CMO's announcement on Annual

Appraisal [16 March 2002];

vi) launch of APD [April 2002]

vii) "Proposed alternative way for APD - rationale/possibility;

viii) GMC paper "Revalidation Piloting Exercise Stage 2 Report from the Revalidation Technical Group - Piloting the Link with Appraisal [Sep 2002];

ix) Draft budget for APD International Programme - Falklands Pilot Summer 2002-Summer 2003;

x) agreements with Radcliffes concerning publication of the guide to APD;

xi) CEC paper CEC/106 "Budgetary implications for the Development of the APD programme in 2002-3 and 2003-4

xii) "The Future of APD" [c.Nov 2002]

Item: APD officially launched 24th April 2002

see also ACE P10-7 - international development of APD

A CE J 30 - 5

Sponsorship

Correspondence, agreements with Radcliffes and MDU, meetings on sponsorship, marketing and costings; proposals and approaches to get conference or other portions of APD sponsored separately; "Brief vision of how the RCGP's APD programme might facilitate a GP in gathering information and evidence about their learning in respect of cardiovascular disease care"; winding up of scheme

Item: APD officially launched 24th April 2002

See also APD J30-4 Reports and Correspondence 2001-2 for Radcliffes agreements

Sponsored by MDU (programme) and Radcliffes (publications)

see also ACE P10-7 - international development of APD

Date details: Jan 2001-November 2002; 2004.

**2001
- 2004**

A CE J 30 - 6

Facilitators

Includes

Demonstration that a GP is competent to be an APD Facilitator
May 2002

Role description for the post of Facilitator [June 2002]

Facilitators Handbook [drafts Sep 2001; Feb 2002];

Item: APD officially launched 24th April 2002

see also ACE P10-7 - international development of APD

**2001
- 2002**

A CE J 30 - 7

Publications

Includes

i) Final Report October 2000 [Janet Grant and Lesley Southgate
Centre for Education in Medicine, Open University]

ii) Accredited Professional Development: Preparing for
Revalidation [Edited by Ruth Chambers 10 December 2001]

iii) APD Guide Part One "Guidelines for Participants"

**2000
- 2001**

iv) Part Two: The APD Records [Draft 1.2 Piloting Version Dec 2000]

v) Part Three The APD Resource File [Draft 1.2 Piloting Version Dec 2000]

vi) Information Sheet c. October 2001

Item: APD officially launched 24th April 2002

see also ACE P10-7 - international development of APD

**A CE J 30 - 8 Review and Winding Up 2002
- 2004**

Meetings of Executive Group , and correspondence with Ruth Chambers and with Facilitators;

includes "Lessons from developing Accredited Professional Development" [Andrew Hall];

CEC/43 "Review of Accredited Professional Development" [Feb 2003;

CEC/93 future of APD as a web based resource [July 2003];

Proposal by University of Bath to produce web based version of APD

Draft electronic version print outs "Learning Guide"(includes Scottish revalidation Toolkit and refund from order [2003-4]

Item: Internal review of APD set up Nov 2002. Dec 2002

individually facilitated version of APD suspended. 2003 decided to make all the modules free on College website [this actually happened in 2006 as a CD from Bath Learning Unit

Part so this file are confidential. Access by application to archivist only.

A CE J 31 Assessment Accreditation Recertification Revalidation, 1992 - 2006

The Forum on Assessment was set up by the Education and Examination Boards in 1992 to look into ways of integrating summative assessment into Membership or the examination of the College [see A CE F Examination Board papers and Correspondence]. It also looked into membership by assessment and then Reaccreditation and recertification. The Scottish Council produced a report on Re-Accreditation and General Practice March 1993.

The Forum held a study day on the subject 28 Sep 1993 and responded to a GMSC task Force report on Reaccreditation.

The College decided the issues should be known by two different expressions - Reaccreditation [referred to whole practice initiatives - later Practice Accreditation schemes] and Recertification to individuals.

The College funded two Recertification Fellows from 1995-7 which drew up plans and pilots (primarily in North East Scotland) but a lack of funding and political will let to the idea being put on the back burner.

Recertification was later known as revalidation. Mike Pringle produced a report January 1999 "Revalidation and the RCGP". 10th Feb 1999 the GMC voted to introduce revalidation over the next two years. The RCGP Revalidation Working Group first met 26th May 1999- it proposed an interim report for CEC, the Good Medical Practice Working Group (which was working simultaneously), and GPC negotiators on 9 September 1999. A joint statement was published later that year by the RCGP GPC, JCPTGP, COGPED "Revalidation for Clinical

General Practice".

In " Supporting Doctors, Protecting Patients" (1999), the Chief Medical Officer had proposed that all doctors employed in or under contract to the NHS should undergo regular appraisal. The NHS Plan, published in July 2000, confirmed that participation in annual appraisal would be a condition of contract from 2001. It located appraisal within the general framework of clinical governance, alongside other proposed mandatory requirements to participate in clinical audit and contribute to a reporting scheme for adverse healthcare events. It linked annual appraisal to the General Medical Council's (GMC) proposed mandatory five-yearly revalidation process, 'underpinning and providing much of the data to support' it.

"Good Medical Practice for General Practitioners" (RCGP/GPC) came out in 2000 (and was updated in Sep 2002).

The Revalidation Working Group continued working 1999-2003 (comprising College's Patients' Partnership Group; General Practitioners Committee of the BMA; National Association of Non-Principals; Joint Committee on Post-Graduate Training for General Practice; British International Medical Association; Committee of GP Education Directors and the Small Practices' Association).

The College also started to put its efforts into an Accredited Professional Development APD (See ACE J 30) project arising out of a number of conferences held in 2000 and was launched in 2002 but the take up was low and the scheme was abandoned.

A pilot led to the publication in 2003 of a "revalidation folder for GP's working in Scotland".

Against a background of the Shipman Enquiry the GMC put out proposals in 2003-4 for a reappraisal licensing process to start in 2005 which neither the College or the Enquiry were happy with.

"Defining the evidence for revalidation - supporting the Royal College of General Practitioners" Collation of views from the NHS Clinical Governance Support Team Expert Group (2004)

The Government then commissioned the CMO to write a report with proposals. The Donaldson report of 2006 "Good Doctors Safer Patients" put recertification back on the agenda and in Sep 2006 a Revalidation Steering group was formed. By June 2007 a nineteen point principles of Recertification was agreed by council

*N.B. See also ACE F Examination Board in reference to Summative Assessment
See Also ACE J30 APD*

A CE J 31 - 1	Forum on Assessment Minutes	1991 - 1993
	Minutes of meetings including meetings with regional advisers concerning role, place, philosophy, implementation and practicalities to the introduction of summative assessment. Also includes Presidential reflection on a College debate [on Assessment and Accreditation]	
	<i>Item: Forum was part of Education and Examination Boards until July 1993 when it became part of the Quality Network originally founded to advise Council on a strategy for the Assessment of Trainees and named after a meeting of that name 1 Nov 1991. The remit was widened to explore methodologies and systems for</i>	

assessment and then it was also suggested that the Forum might consider issues related to Reaccreditation.

Chaired by John Toby, Members also Bill Styles, Eric Gambrill, Jacky Hayden, Roger Neighbour, Bill Reith, Lesley Southgate, Philip Tombleson

See also Examination Board papers particularly discussions on summative assessment

A CE J 31 - 2 Forum on Assessment - Re-accreditation Reports and Correspondence 1993 - 1993

Includes correspondence and

- 1) Report of Scottish Council working party on re-accreditation in general practice March 1993
- 2) Papers of Forum on Assessment meeting 29 April 1993 - Membership by Assessment, Re-accreditation Working Party Meeting
- 3) Funding application by Prof McGuinness to Staffordshire FHSA for a accreditation study and trial May 1993
- 4) Response to JCPTGP summative assessment working party particularly why it did not mention MRCGP exam
- 5) Reaccreditation and Recertification Study Day "An Idea Whose Time Has Come - programme, delegates, cuttings, draft digest by Roger Neighbour
- 6) BJGP Editorial "Assessment at Last" [DPG]
- 7) GMSC Task Group on Reaccreditation report [Nov 1993], responses and reactions [N.B. College response in 1994 file as went to January Council]
- 8) "Freedom and Discipline: Clinical Practice and the Assessment of Clinical Competence" [Lesley Southgate]
- 9) Discussion of Conference [Academy] on re-certification

Item: Forum was part of Education and Examination Boards until July 1993 when it became part of the Quality Network originally founded to advise Council on a strategy for the Assessment of Trainees and named after a meeting of that name 1 Nov 1991. The remit was widened to explore methodologies and systems for assessment and then it was also suggested that the Forum might consider issues related to Reaccreditation. Chaired by John Toby, Members also Bill Styles, Eric Gambrill, Jacky Hayden, Roger Neighbour, Bill Reith, Lesley Southgate, Philip Tombleson See also Examination Board papers particularly discussions on summative assessment

A CE J 31 - 3 Forum on Assessment - Reports and Correspondence 1994 - 1994

Includes correspondence and

- 1) Papers of Forum on Assessment meeting 18th January 1994 to discuss Reaccreditation and recertification particularly response to GMSC Task Force report [see ACE J30-2]on Reaccreditation

- 2) Cuttings concerning faculty secretary who disagreed with College's consultation on Reaccreditation
- 3) Formal response to GMSC Task Force report [see also C/53 21 January 1994]
- 4) Forum report to CEC/Council on Recertification [January 1994]
- 5) GMSC resolutions against summative assessment [Feb 1994] reactions and responses from Conference, College etc
- 6) Papers of Forum on Assessment April 1994 [no agenda] includes minutes of January 1994 meeting on Recertification; International assessment; report by Philip Tombleson on recertification and Reaccreditation; report by Geoff Roberts - assessing learning needs in CME; proposed certification fellowship; simulated surgery
- 7) "Summative Assessment of Trainees in General Practice - the College Position [J Toby April 1994 CEC/100]; Summative Assessment May 1994 C/128
- 8) notes of Meeting on Summative Assessment held 16 March 1994 [GMSC, RCGP, UK Conference of Advisers; JCPTGP]; "Moving Towards a Consensus Statement Between Advisers, the RCGP and GMSC on Principles of Summative Assessment"
- 9) Draft guidance: Video recording of consultations in the training and assessment of General Practitioners
- 10) Members responses to College proposals (including John Hasler, DPG etc). College statements and papers on summative assessment
- 11) The MRCGP and Summative Assessment [Bill Reith speech to UKCRA]
- 12) Minutes of Forum on Assessment meeting of 21 July 1994 [final meeting]
- 13) Agenda for developing Summative Assessment Sep 1994
- 14) Meeting between Chief Medical Officer and Officer of JCPTGP Oct 1994
- 15) Administration and costs of Summative Assessment [John Hasler]
Item:
Forum was part of the Quality Network Chaired by John Toby, Members Lesley Southgate, Jacky Hayden, Theo Schofield, Douglas Garvie, Sarah Jarvis, Geoff Roberts, Roger Neighbour, Prof Nigel Stott, David Haslam, Eric Gambrill, Philip Tombleson, Bill Styles, Bill Reith, Philip Evans and Jim Rodger
Recertification discussed at January 1994 meeting of Council where it was agreed that recertification was a high priority for the College and that it should look at ways of developing methodologies, identifying educational needs for doctors etc. May 1994 CEC proposed a times table for action on recertification. Sep 1994 CEC/163 Forum proposed certification fellowship

*(possibly to be known as John Hunt Fellowship] be established
See also Examination Board papers particularly discussions on
summative assessment*

**A CE J 31 - 4 Recertification Fellowship - Reports and Correspondence 1995
- 1997**

Includes applications for the fellowship; workbook; steering group meetings, responses to GMSC Interim report on Reaccreditation (1995); workshops; funding, sponsorship; "The Future of CME in General Practice in the UK" [Repper/Valentine discussion papers for CME Working Party Aug 1996]; report on Fellows visit to Canada (funded by Claire Wand Fund)

*Item: George Shirriffs and James Repper
Recertification Fellow - 2 year Fellowship operating on 4 sessions per week commencing 1 Feb 1995 Fellows Drs Repper and Shirriffs. Budget £25,000 per annum. Steering group
Chair Aly Rashid Education Network]
John Toby Chair Quality Network
Scott Brown Chair Services Network
David Murfin Vice Chair of Council
Jim Rodger CME Working Group Representative
Lawrence Buckman GMSC nominee
John Campbell AUDGP nominee
Jamie Bahrami UK conference of Postgraduate Advisers*

**A CE J 31 - 5 Assessment and Reaccreditation Correspondence 1995
- 1995**

1) Summative Assessment Correspondence (DPG & JCPTGP, DoH, John Hasler, COAGP, Regional Advisers) and reports includes

Action Plan and summary of RCGP Position;

Papers from Exam Board and to Council Jan 1995-April 1995 including drafts and correspondence

Joint Committee Statement on Summative Assessment [Feb-April 1995]

Legal opinions on amendments of membership regulations

"Structured Trainer's Report in Summative Assessment" [Johnson/Hasler - Oxford]

Draft Information pack "Summative Assessment for GP Registrar's completing vocational training after Sep 1996" [25 July 1995]

Press Releases from JCPTGP

"Summative Assessment of Vocational Training for General Practice" [29 Sep 1995]

"Professionally led summative assessment for GP trainees (registrars)" [28 Nov 1995]

Correspondence with BMA over issues of funding summative assessment [Sep-Oct 1995] and meetings to discuss implementation

Statement by GP Registrars' Committee on summative assessment [21 Dec 1995]

Draft letter from GMSC, JCPTGP, UKCRA; CRAGPIE to all doctors on significance of Summative Assessment

2) Recertification and Reaccreditation

Draft Hoolet article

GMSC Interim report on Reaccreditation [Feb 1995] and draft College response [April 1995]

Results of 1994 questionnaire carried out in five Scottish faculties concerning postgraduate education and Reaccreditation [August 1995]

Article by Terry Kemple "Your Recertified Future part 5 - Recertification of hospital specialists in the UK" [Sep 2005]

Report of Practice Accreditation Working Party [March 1995]

Practice Accreditation Pilot - protocol [April 1995]

Health Services Accreditation - Essential Information for Purchasers, Providers and the Public - Martin Savage [Oct 1995]

Complaints procedures

Item: 19 January 1995 GMSC revoked its 1994 policy which called for the immediate shelving of the JCPTGP's proposals for summative assessment. The Committee also decided to end its opposition to the principle of summative assessment. Aug 1995 JCPTGP agreed that summative assessment would be compulsory from 1 Sep 1996 2 folders

A CE J 31 - 6

Assessment and Reaccreditation Correspondence

**1996
- 1996**

1) Summative Assessment Correspondence and reports includes training time

Legal opinions and letter to Privy Council on constitution amendments of membership re regulations, implications for membership, associateship and corresponding associateship

Summative Assessment Working Party

Draft Five Chairman letter [April 1996] and disputes over text

Concerns of registrars [Jan 1996] and responses from JCPTGP [May 1996]

Redrafting College of MRCGP and Summative Assessment [May-June 1996]

Responses from members

Relationship between MRCGP exam and summative assessment - Professor Stuart Murray [May 1996]

Criteria for Approval of Summative Assessment Methods -

JCPTGP [Aug 1996]

Comments on "Summative Assessment General Practice Training for GP Registrars - 2nd Edition Oct 1996

Application by RCGP to JCPTGP that simulated surgery be approved as a method of assessment of the consulting skills of GP Registrars for Summative Assessment

2) Recertification and Reaccreditation

Health Services Accreditation Initiative "Developing an in-house accreditation scheme for the NHS

GMC Performance Review Procedures (report of meeting of RCGP, GMC, JCPTGP, ODA, Specialist assessment working group for general practice) [March 1996]

Recertification Project in Anglia and oxford Region [Oct 1996]

Practice Accreditation Working Party Pilot

Item: Summative Assessment Advisory Panel arose out of "Heathrow Summit" [see ACE J31-5] of 22 Nov 1995 , constitution approved 22 Feb 1996 - to consider those trainees who have a full set of VTR's but are unable to provide evidence that they have satisfactorily passed each of the components of summative assessment.

Aug 1995 JCPTGP agreed that summative assessment would be compulsory from 1 Sep 1996

Practice Accreditation Working Party set up Nov 1994

[Membership: Theo Schofield, George Taylor, Richard Hobbs, Claire Philips, Margaret Buttigieg, Rosey foster, Alan Torbet, Laurence Buckman, Iona Heath] 2 folders

see ACE F 4 Examination correspondence

See ACE J31-4 Recertification Fellowship 1995-7

A CE J 31 - 7

Assessment, Recertification and Reaccreditation Correspondence

**1997
- 1997**

Correspondence includes Proposal for a generalist training authority and Generalist Medical Order 1996, proposed creation of Assessment and Quality Networks Dec 1997

1) Summative Assessment Correspondence and reports includes

Acceptance of alternative to certificates of prescribed experience

Problems of overseas candidates and summative assessment

"The Video-based assessment of consulting skills in the MRCGP [Roger Neighbour] [June 1997]

Submissions for exemption for video and simulated surgery components

Draft "Summative Assessment General practice Training for

GP

Registrars 3rd Edition June 1997

"Global Exemption - the MRCP's relationship to summative assessment" [Aug 1997]

Proposed written skills test

GP trainers views on summative assessment

"Implementation of Summative Assessment" -JCPTGP [Aug 1997]

"The MRCP Exam as Summative Assessment"

2) Recertification and Reaccreditation [see also ACE J31-4 Fellowship]

"Health Services Accreditation Primary Care Programme - consultative report "Standards for Primary Care Organisation" [Nov 1997]

"Assessing and Improving Quality in General Practice: The Development of an Effective Approach- Feasibility Study - specification for the Development Programme"
Practice Accreditation proposals [see ACE J31-6]

Funding for recertification [Jan 1997]

Dinner to discuss recertification policy [25 March 1997]

Quality Practice Award Version II (Nov 1996)

GMSC Education and Audit Subcommittee - Interim Report on Individual Reaccreditation [1995]

GMC review procedures as part of recertification

Health Services Accreditation Seminars [Aug 1997]

Recertification Work book [June 1997]

Recertification report to Council [Sep 1997]

Continuing Professional Development (C/204) Council paper Sep 1997

Northumberland Practice Accreditation Report April 1997

Review of other UK Colleges and organisations and their arrangements for CME and CPD [Nov 1997]

Accreditation to Subsidiary Medical Lists [Dec 1997]

Accreditation and Reaccreditation - Criteria Mapping Exercise [Dec 1997]. Proposals to work with Royal College of Physicians Quality in Primary Care symposium Sep 1997 - evaluation

Notes of Chairman of CEC on "Continuing Professional Development and #Continuing Membership" [Oct 1997]

*Item: The College felt that the CMO's CPD group would make radical proposals and was anxious to have plans and policies ready and set up a recertification implementation group
College asked JCPTGP for recognition for exemption for summative assessment for their video assessment and simulated surgery. Components of the MRCGP [June 1997]. MCQ package approved 22 May 1997. Aug 1997 David Haslam and Roger Neighbour wrote a paper seemed exemption for the whole of the MRCGP "Global Exemption - the MRCGP's relationship to summative assessment". The MRCGP exam went modular from May 1998.*

Practice Accreditation Pilot carried out in 12 practices in Brent and Harrow Summer 1997

QPA (Quality Practice Award)First National Advisory Group meeting 30 Oct 1997

2 folders

*see ACE F 4 Examination correspondence
See ACE J31-4 Recertification Fellowship 1995-7*

A CE J 31 - 8

National Summative Assessment Working Party

**1996
- 1998**

Minutes, Agenda Papers and correspondence.
Includes Joint UKCRA/JCPTGP/RCGP Working Group on summative Assessment (to assess possible methods for resolving the current competing demands of the two assessment procedures for registrars in general practice);

National Assessors Copy of the Protocol for the Management of Summative Assessment (VTSAB) [August 1998]; Summative Assessment "The Structured Trainers Report"
Item: see ACE J31-9

UK Regional Advisers in General Practice Advisers Summative Assessment Working Party. From 1998 called Vocational Training Summative Assessment Board

Until May 1998 when MRCGP MCQ was recognised for summative assessment the UKCRA package had been the sole method.

See Also Summative Assessment Advisory Group [SAAG] of the JCPTGP set up July 1998

A CE J 31 - 9

Assessment Accreditation Recertification

**1998
- 1998**

Correspondence
Includes creation of Assessment network

1. Summative Assessment

Proposals, correspondence and drafts for "The examinations for Membership and Summative Assessment" [see also ACE J31-7] -CEC paper CEC/43 Feb -1998, C/110 Council March 1998

Audit and Summative Assessment - Training the Teachers

JCPTGP Vocational Training Regulations 1997

Protocol for the Management of Regional Summative Assessment [National Summative Assessment Examination Board] April 1998

Status of RCGP MCQ component

Proposal use of MRCGP video component for Summative Assessment [April 1998]

Use of letters MRCGP [April 1998]

Foundation of SAAG

"The Modular MRCGP's Exam's First Outing"

2. Practice Accreditation

Practice Accreditation Working Party Progress Report Jan 1998

Accreditation to Subsidiary lists - includes response to Alan Milburn , Secretary of State

Health Services Accreditation

Notes Dinner meeting on Practice Accreditation April 1998

Report on Practice Accreditation Progress April 1998

Accreditation of Research Practices

Standards for Practices and their Accreditation 11 May 1998

Proposal for progressing practice accreditation initiative CEC/123 May 1998

Practice Accreditation Working Party - report of Pilot June 1998

Primary Health Care Team Accreditation Workshop 21 April 1998 papers also includes notes on informal discussion of Practice Accreditation and Reaccreditation

DOH Funding for Practice Accreditation

3. Accreditation and Recertification

A Modular approach to recertification -Jim Repper

Accredited Professional Development and Continuing Professional Development [See ACE J30] C/149 June 1998

UK Accreditation Forum

Accreditation of Courses [Higher Professional Development Group]

Accreditation of the MRCGP [M Carmi]

4. QPA

Relationship with AMGP

Standards

National Advisory Group

Item: JCPTGP agreed that the MRCGP should enable successful candidates to satisfy the requirements of summative assessment (apart from the trainers report)

28 May 1998 JCPTGP "The Committee [JCPTGP] again considered the membership examination of the RCGP as an alternative form of summative assessment and was satisfied that there are no legal impediments to its introduction."

Practice Accreditation Pilot carried out in 12 practices in Brent and Harrow Summer 1997 - report June 1998

See ACE J31-8 UKCRA Vocational Training Summative Working Board for Joint UKCRA/JCPTGP/RCGP Working Group on Summative Assessment

A CE J 31 - 10 Assessment, Reaccreditation, Recertification

**1999
- 1999**

Correspondence

Management of the Assessment Network

Includes

1. Revalidation

"Revalidation and the RCGP" [M Pringle] comments, [Jan 1999]

Revalidation and European Laws [Jan 1999]

Enhancing Professional Self-Regulation in Medicines [CCSC BMA]

Academy - Proposals for Meeting the Requirements for Revalidation [Feb 1999]

Revalidation Working Dinner (with GMC) Feb 1999

GMC Report of the Revalidation Steering Group Feb 1999

GMC Revalidation Steering Group

Foundation of RCGP Revalidation Working Group [see ACE J31-11-13] CEC/71 April 1999, membership

Notes of 9 Sep 1999 joint CEC, Good Medical Practice, GPC, Revalidation meeting,

Revalidation for Clinical General Practice [GPC/RCGP] press statement 19 Sep 1999; draft for Discussion Nov 1999;

Draft responding to press enquiries following the launch of "Revalidation for Clinical General practice" [Nov 1999]

Report on a Surgical Pilot for Revalidation [Mike Pringle] [Nov 1999]

Doctors' Interpersonal Skills Questionnaire [Mike Pringle Dec

1999]

Revalidation for Senior Hospital Doctors: Statement for the Central Consultants and Specialists Committee (CCSC) [Oct 1999]

Academy meeting of College's Revalidation Leads 20 Sep 1999

Revalidation and retired doctors

2. Accreditation -

Higher Professional Development Group - draft accreditation guidelines

Minutes of UKCRA/JCPTGP/RCGP Working Group

Project Proposal "Accredited Professional Development Feb 1999

[See ACE J30]

3. Team Accreditation

Table with other systems

4. Summative Assessment

Time Keeping

Approval of MCQ

Use of MRCGP for summative assessment

National Marking Scheme for the Written Submission of

Summative Assessment [Sep 1999]

Comparison of UKCRA video passes and MRCGP passes

5. Good Medical Practice Working Group

Draft Report [July 1999]

Responses

Possible distribution by Medical Protection Society

Item: 4 folders

Good Medical Practice Working Group Founded _Feb 1999,

Feb 1999 Revalidation agreed by GMC

April 1999 CEC agreed a working party on revalidation.[see ACE J31-11-13]

Chair Mike Pringle; Members Maureen Baker, Keith Donaldson,

Has Joshi, Shaun O'Connell, Lesley Southgate, Brian Keighley

[JCPTGP]; Surendra Kumar [ODA], Richard Fieldhouse

[NANP]; Laurence Buckman [GPC], Terry John [GPC], Tim van

Zwanenberg [COGPED], Patricia Wilkie [PLG]

Good Medical Practice Group and Revalidation Working Party

and CEC, GPC held joint meeting Sep 1999 - discussed draft

Revalidation for Clinical General Practice and Draft GMP

A CE J 31 - 11 Working Group on Revalidation 1999-2000 Agenda Papers

26 May 1999 Agenda, Chairman's Agenda, Correspondence including GMC, mss notes [Mike Pringle]

**1999
- 2000**

Terms of Reference; "Revalidation and the RCGP (fifth draft)" Jan 1999; Briefing Notes (relations between revalidation and other systems); Academy "Proposals for Revalidation" [Feb 1999]; Spec

for APD [See ACE J30]; "The Inter-relationship between: continuing Professional Development, Clinical Governance , Accredited Professional Development and Revalidation for individual General Practitioners" - Mike Pringle March 1999; "Quality Assessment for General Practice" [National Primary Care Research and Development Centre]; GMC News Spring 1999 "Revalidation - what the GMC Decided"; "Determining the Content of Recertification Procedures" [Lesley Southgate and Brian Jolly (Eds)]; "Performance Indicators for Primary Care Groups: An Evidence Based Approach" (BMJ Volume 317 14 Nov 1998); SCOPME "Doctors and Dentists: the need for a process of review"; Offprint "The Performance of Doctors: the new professionalism" - Donald Irvine (The Lancet Vol 353 April 3 1999)

20 July 1999 Agenda, Chairman's notes, Minutes, Correspondence including GMC, mss notes [Mike Pringle] Terms of References (2nd Draft); "Assessment of Communication Skills for Revalidation"(and draft); "Performance indicators in general practice"; "local profiling"; "Reflection as a key element of revalidation" [Dr Maureen Baker"]; Academy consultation "Proposals for Revalidation"; "Revalidation - Information Gathering" GMC; Notes on a meeting of the GMC General Practitioners Consultative Group 25 June 1999; "Professional Values" July 1999 First Draft [Mike Pringle, Richard Field House, Keith Donaldson]; "Education and Revalidation"- Janet Grant; "Good Medical Practice for General Practitioners" draft 2 6th June 1999

9 Sep 1999 "To Consider proposals for Revalidation for General Practice and post consultation draft of Good Medical Practice for General Practice", correspondence, comments on documents, attendance, "Who should tick the box recommending a doctor for revalidation"; notes on GMC external group on revalidation meeting 22 July 1999 [Denis Pereira Gray]; "Good Medical Practice for General Practitioners - draft for consultation 12 July 1999"; "Revalidation for Clinical General Practice Second Draft August 1999" (also comments by GMC); Revalidation for Principles in General Practice - What will it mean for me?" Second Draft ;"Comments on Revalidation for Principles in General Practice - What will it mean for me? " Philip Evans 5 Sep 1999; "Maintaining Good Medical Practice in Obstetrics and Gynaecology - the Role of the RCOG" [Feb 1999];

20 October 1999 Agenda, Minutes, Briefing notes [pre and post meeting]; "Revalidation for Clinical General Practice" Sep 1999; notes of Academy Colleges' Revalidation Leads 20 Sep 1999; "Categories of Doctors on the Register" [GMC]; "Existing and Planned Arrangements for Local Profiling" [GMC]; "Existing and Planned External Peer Review of the Local Processes [GMC]; COGPED response to GMC proposals;

22 December 1999 Agenda, minutes, activity programme, cuttings; RCGP "An Initial Response to Supporting Doctors, Protecting Patients" "Identifying General Practitioners whose Performance Gives Cause for Concern: The Rotherham Approach"" [SchARR]; Institute of General Practice & Primary Care "A Model to Support GP's whose Performance gives Cause for Concern" Helen Joesbury and Nigel Mathers May 1999 [SchARR]; North Trent Pilot Project for Supporting Under

performing GP's; "Good Practice Guide for Clinical Radiologists"; Report on a surgical pilot for Revalidation [Mike Pringle]; "The Development of Revalidation: the Next Steps"; "Tackling Racial Discrimination in General Practice - A Discussion Paper for the Royal College of General Practitioners"; "The Credible Self-regulatory scheme: a checklist"; "Responding to Press Enquiries following the launch of "Revalidation for Clinical General Practice" second draft Nov 1999; "Doctors' Interpersonal Skills Questionnaire (DISO) and Improving Practice Questionnaire (IPQ)" Mike Pringle Dec 1999; "Multi-Disciplinary Portfolio for Health Care Professionals"; notes of GMC Revalidation Group Nov 1999; "Federation of Royal Colleges of Physician (UK) Revalidation of Physicians: Proposed changes in CPD"

23 February 2000 Agenda, Minutes, Membership Criteria Task sub groups, GMC proposals; "Revalidation and Non-Principals - a discussion document which aims to stimulate debate and feedback, for use in the GP's consultative group to the GMC Revalidation Steering group" [NANP]; "CPD for non Principles [NANP]; RCGP/GPC "The Future of Professionally -Led Regulation for General Practice - A Discussion Document" [January 2000]; "Tacking Under-Performance" [Tim Van Zwanenberg]; "Communication Skills for Revalidation" [Has Joshi July 1999]; Revalidation WP CPD Sub group; "Revalidation for Clinical General Practice - If Things Go Wrong" first draft [Mike Pringle; Patricia Wilkie; Laurence Buckman]; Revalidation for Clinical General Practice -Good Clinical Care [Keith Donaldson, Maureen Baker, Eileen Hutton, Bill Reith]; "Draft Proposals on Records and Communication" Jan 2000 [Laurence Buckman, Surendra Kumar]; Revalidation for Clinical General Practice -Access and Availability" first draft [Mike Pringle, Has Joshi, Shaun O'Connell]; "Revalidation for General Practitioners - communication - discussion paper" Feb 2000 [Richard Fieldhouse]; "The Practice Visits within the Revalidation Programme" [Lesley Southgate]; "Career Breaks and Re-Validation"; "Racial Discrimination and General Practice" [CEC/49]; "Virtual GP Practice - proposals for NHS Pilot" [NANP]; GMC consultation proposals 4th draft
Item: April 1999 CEC agreed a working party on revalidation.[see ACE J31-11-13] first meeting 26 May 1999

Chair Mike Pringle; Members Maureen Baker, Keith Donaldson, Has Joshi, Shaun O'Connell, Lesley Southgate, Brian Keighley [JCPTGP]; Surendra Kumar [ODA], Richard Fieldhouse [NANP]; Laurence Buckman [GPC], Terry John [GPC], Tim van Zwanenberg [COGPED], Patricia Wilkie [PLG]

Good Medical Practice Group and Revalidation Working Party and CEC, GPC held joint meeting Sep 1999 - discussed draft "Revalidation for Clinical General Practice" report and Draft GMP

Mike Pringle's file

6 files

For Good Medical Practice for General Practitioners see also ACE J31-9

Date details: Jan 1999 - Feb 2000.

A CE J 31 - 12 Working Group on Revalidation 1999-2000 Correspondence **1999**
correspondence **- 2000**

Item: April 1999 CEC agreed a working party on revalidation.[see ACE J31-11-13] first meeting 26 May 1999

Chair Mike Pringle; Members Maureen Baker, Keith Donaldson, Has Joshi, Shaun O'Connell, Lesley Southgate, Brian Keighley [JCPTGP]; Surendra Kumar [ODA], Richard Fieldhouse [NANP]; Laurence Buckman [GPC], Terry John [GPC], Tim van Zwanenberg [COGPED], Patricia Wilkie [PLG]

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For Good Medical Practice for General Practitioners see also ACE J31-9

Date details: Jan 1999 - Feb 2000.

A CE J 32 Inner City, 1981 - 1994

Joint Committees, Taskforce, Conferences on problems of Inner Cities

N.B. Originally from CS44 from 1998-01 See also ACE B9-13 Report from DHSS on Primary Care in the Conurbations 1977

A CE J 32 - 1 Primary Care in Inner London - Acheson report **1981**
- 1985

Correspondence, meetings to discuss report with London members and faculties, briefing for RCGP/GMSC liaison Committee representatives, working party on response of College, joint working group with RCP, Heads of Departments of General Practice meetings, response of Emergency Bed Service, response of GMSC [some of which the College disagreed with], group six, cuttings, meetings with King's Fund to discuss possible projects which the Fund might finance or organisers in response to Acheson

Item: Report of a Study Group of Primary Care in Inner London commissioned by the London Health Planning Consortium [Acheson]

Acheson Report Response Working party Professor P Higgins, J P Horder, Sally Hull, B Jarman, J Scobbie, M Wilkes, David Morrell [Chair]

See Joint RCP working party on Acheson report ACE N25-2.

A CE J 32 - 2 Joint Steering Committee on Inner City Medicine **Jul 1987**
- Mar 1989

Minutes and Correspondence including proposals for Fellowship. Committee convened after conference on the subject at RCP on 22 July 1987

Item: One of 12 files was CS44 from 1998-01

- A CE J 32 - 3 Inner City Health Care Conference (RCP 22 July 1987)** **1981**
 Conference Steering Committee minutes and correspondence. The
- 1987
 conference was born of the Acheson Report in 1981 and led to the
 formation of the The Inner City Steering Group.
*Item: One of 12 files was CS44 from 1998-01. See Joint RCP
 working party on Acheson report ACE N25-2.*
- A CE J 32 - 4 Quality Care in Inner City Practices Conference (RSM 24**
July 1990). **Mar 1989**
- Sep 1990
 Conference planning group minutes and correspondence. HRH
 The Prince of Wales cancelled his attendance at the last moment
 but sent a video of his key note address. Conference led to task
 force being set up.
Item: One of 12 files was CS44 from 1998-01
- A CE J 32 - 5 Inner City Taskforce** **Sep 1990**
- Sep 1991
 Correspondence, proposed projects, reports, meetings [the first
 meeting of the task force was 16 July 1991. Includes copy of
 Secretary of State for Health [William Waldegrave] speech to
 GMSC and RCGP 6 Feb 1991 when he announced government
 funding for Inner City initiatives
Item: One of 12 files was CS44 from 1998-01
- A CE J 32 - 6 Inner City Taskforce** **Oct 1991**
- Feb 1992
 Correspondence, proposed projects, reports, meetings. Chaired by
 Sir Michael Drury
Item: One of 12 files was CS44 from 1998-01
- A CE J 32 - 7 Inner City Taskforce** **Mar 1992**
- Jul 1992
 Minutes, correspondence, includes submissions to Tomlinson
 enquiry, report by Conference of Medical Royal Colleges on
 Problems of the Provision of Primary Care in London; single
 handed practices briefing
- A CE J 32 - 8 Inner City Taskforce** **Jul 1992**
- Nov 1992
 Minutes, correspondence, includes RCGP submission to
 Tomlinson enquiry, comments on Tomlinson by Professor Pereira
 Gray, meeting with Tomlinson team; Enabling Primary Health
 Care for the 90's A Timetable - report by North East London
 Faculty; responses to Tomlinson; recruiting a Research Fellow
Item: One of 12 files was CS44 from 1998-01
- A CE J 32 - 9 Inner City Taskforce** **Dec 1992**
- Apr 1993
 Responses to Tomlinson report; survey of Inner City Practices
 [Researcher Dr Maria Lorentzon]
Item: One of 12 files was CS44 from 1998-01
- A CE J 32 - 10 Inner City Taskforce** **May 1993**
- Sep 1993
 Survey of Inner City Practices by Dr Maria Lorentzon includes
 Literature review; Conference on Homelessness & General
 Practice 7 July 1993; proposals for Inner City lectureship by City
 and East London faculty
Item: One of 12 files was CS44 from 1998-01

A CE J 32 - 11 Inner City Taskforce **Sep 1993**
Minutes and correspondence. Survey of Inner City Practice by Dr **- Dec 1993**
Maria Lorentzon: drafts of final report, responses, proposed follow
up projects; review of reports from Health Authorities
Item: One of 12 files was CS44 from 1998-01

A CE J 32 - 12 Inner City Taskforce **Jan 1994**
Minutes and correspondence. Survey of Inner City Practice by Dr **- June 1994**
Maria Lorentzon: drafts and final report; implications of
Tomlinson report on education. Conference Vision or Reality -
Inner City Practice After Tomlinson 14 Apr 1993 (RSM)
Item: One of 12 files was CS44 from 1998-01

A CE J 33 Sick Doctors Council Working Party, 1982 - 1982

This series contains correspondence, notes of meeting and report for College Council on the General Medical Council meeting held on 16 June 1982, regarding support services for sick doctors.

A CE J 33 - 1 Correspondence, notes of meeting and report for College Council **16 June 1982**
on the General Medical Council meeting held on 16 June 1982, **- 7 July 1982**
regarding support services for sick doctors. Also includes a copy
of minutes of General Purposes Committee (7 July 1982) where
this matter was discussed.