

Name of Guidance	External Advisors/Assessors: Roles, Responsibilities and Guidance
Category	Training
Authorised by	Postgraduate Dean's Senior Management Team
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Version	Date	Author	Notes
0.1	March 14	Nick Sowerby	First draft
1.0	April 14	Nick Sowerby	Amendments made following consultation at Senior Team Meeting
2.0	March 2016	Jill Hanson	Amendments in line with new HEE branding guidelines
3.0	May 2017	Nick Sowerby	Minor terminology based amendments

Related Document (hyperlink)

[Gold Guide](#)

Section 1: Introduction

The GMC requires that there must be external input at key stages of the postgraduate medical and education training involving “independent and impartial advisers”. The number of such externals will depend on the size of the HEE local office and where relevant, the number of specialty programmes.

External Advisers may be medical or lay, depending on the area for advice and/or scrutiny. Medical advisers will have expertise appropriate for the programme, course or School being considered and will normally be drawn from the Royal Colleges, Faculties or specialty associations.

The External Advisors will verify that standards are being attained by trainees and so help HEE maintain the quality of the provision.

The External Advisors scrutinising the assessment processes should be able to confirm that they are sound and fairly operated.

External Advisors should record notable practice that they have identified. This should promote comparability of the trainee experience between deaneries in the same speciality.

There must be clear identification of roles, powers and responsibilities assigned to External Advisors by HEE.

HEE local offices should incorporate their responses to the External Advisor’s comments and considerations into the annual report to GMC.

External Advisors are appointed by the HEE local office to provide the public or professional scrutiny of postgraduate medical education. They are drawn from a wide range of experience and backgrounds in business and public life or specialised clinical expertise. They are:-

- Expected to be independent and impartial
- Medical or lay depending on the area in which they are required to provide advice or scrutiny

The General Medical Council (GMC) requires that HEE local offices must have a process for the use of all External Advisors/Assessors, both Lay and Clinical.

Section 2: Who does this guidance apply to

All External Advisors/Assessors that have a role in work of Health Education England, working across Yorkshire and the Humber (HEEYH)

Section 3: Definitions of abbreviations used throughout the guidance

- ARCP – Annual Review of Competency Progression
- GMC – General Medical Council
- HEE – Health Education England
- HEEYH – Health Education England, working across Yorkshire and the Humber
- RITA – Record of In Training Assessment

Section 4: Roles and responsibilities of the users

External Advisors will have expertise appropriate for the relevant Programme, School, or area under consideration. They will normally be drawn from the Royal Colleges, Faculties or specialty associations. Regional Advisers from neighbouring regions, or Heads of School (who are joint HEE/College appointments) will commonly be used.

In addition to this, Medical Directors and Directors of Medical Education may contribute specific expertise on HEEYH quality management processes.

Section 5: Monitoring and compliance

In accordance with guidance set out in the Gold Guide, Health Education England, working across Yorkshire and the Humber (HEEYH) will ensure that all assessors receive the appropriate training to undertake this work via the individual Postgraduate Schools and in liaison with the respective Colleges/Faculties. This includes training in equality and diversity. It is dependent on the nature of the event as to whether they act in either an advisor or assessor capacity.

This guideline will be reviewed every three years by the identified Business Manager.

Section 6: Appeal Process

Not within the scope of this guidance

Section 7: Range of duties of External Advisors in HEE YH

- ARCP/RITA panels as described in the Gold Guide
- Appeal panels
- Probity panels
- Quality Management
- Specialty Teaching Committee (STC) meetings
- Penultimate Year Assessment (PYA) – School of Medicine

Section 9: How to request an External Advisor

Each individual College/Faculty has their own mechanism for arranging and providing External Advisors. HEEYH staff should contact the relevant College to confirm the preferred arrangements. Staff can also liaise with Training Programme Directors (TPDs) and Heads of School (HoS) for guidance.

Section 10: Notice required when booking External Advisors

This is at the discretion of the individual Colleges/Faculties and approved External Advisors. Ideally a three month notice is advisable.

For Academic based External Advisors a six month notice period should be provided where possible

Section 11: Remuneration paid to External Advisors

This is dependent on the event for which the External Advisor is being booked. For ARCPs/RITAs and Appeal and Probity Panels, it would be up to the individual HEE local office to provide remuneration. External Advisors should liaise with the HEEYH staff they have been booked through to ensure the correct process is followed.

In many cases, External Advisors are already being remunerated through existing mechanism, i.e. PA allocation (TPD), and therefore would only be entitled to Travel and Accommodation (if required) expenses.

For some events, an example being PYAs (School of Medicine) all expenses are met by the College/Faculty.

HEEYH staff should confirm all payment arrangements with the Colleges/Faculties before booking External Advisors.

Section 12: External Advisor Feedback

In most cases External Advisors will submit a College/Faculty specific document providing feedback on the event/s that they have attended. Once completed, this would normally be sent to HoS via the individual College/Faculty. The HoS would then contact the College/Faculty directly if any issues arose in respect of the performance or capability of an External Advisor.

HEEYH staff should confirm the Feedback mechanism with the individual College/Faculty before booking External Advisors.

Section 13: Equality & Diversity

This guidance applies to all, irrespective of age, race, colour, religion, disability, nationality, ethnic origin, gender, sexual orientation or marital status, domestic circumstances, social and employment status, HIV status, gender, reassignment, political affiliation or trade union membership. In overseeing Equality and Diversity, Health Education England, working across Yorkshire and the Humber will treat those concerned in a fair and equitable manner and reasonable adjustments will be made where appropriate.

A full Equality Impact Assessment of this guidance is available upon request.