

**External Adviser
Annual Report
2017**

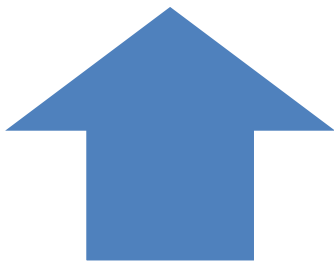
Executive Summary

291 Active
External
Advisers

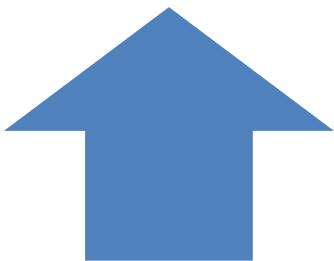
350 panels
held

218 Cancelled
panels

430
appointments
made



Panels cancelled up from
33% in 2016 to 38% in 2017



Appointments made where
the SPA split is unknown up
from 32% to 38%

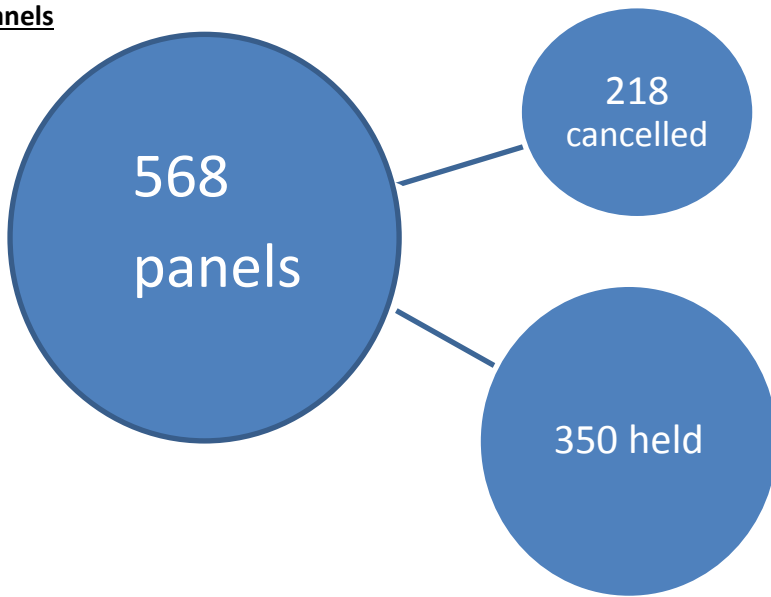
Background

Under the National Health Service (Appointment of Consultants) (Scotland) Regulations 2009, External Advisers are required for all consultant appointment panels in Scotland. The Scottish Academy has been contracted by the SGHD Workforce Directorate to compile and maintain a list of External Advisers (hereafter known as EAs) for this purpose and to run a service to assign one EA per consultant panel in Scotland.

This report contains information on panels arranged and completed over the period January – December 2017, appointments made, the EA list and recruitment process, Scottish Academy service provision, along with issues raised and recommendations for improving the current service. To tie in with the new Quarterly Reports the data in the report will no longer include panels of which we were advised prior to 2017, only those which actual planned Interview dates with a status of completed and cancelled.

The data collected for this report is taken from all the survey feedback from both the External Advisers and the Health Boards.

Panels



350 panels were held in 2017. The specialties with most panels were General Psychiatry (29 panels), Anaesthetics (28 panels) and Paediatrics (22 panels). A full breakdown of specialties can be seen in Appendix 1.

218 panels due to take place in 2017 were cancelled. The main reason (57%) was due to no applicants as shown in Figure 1. A full breakdown can be seen in Appendix 2.

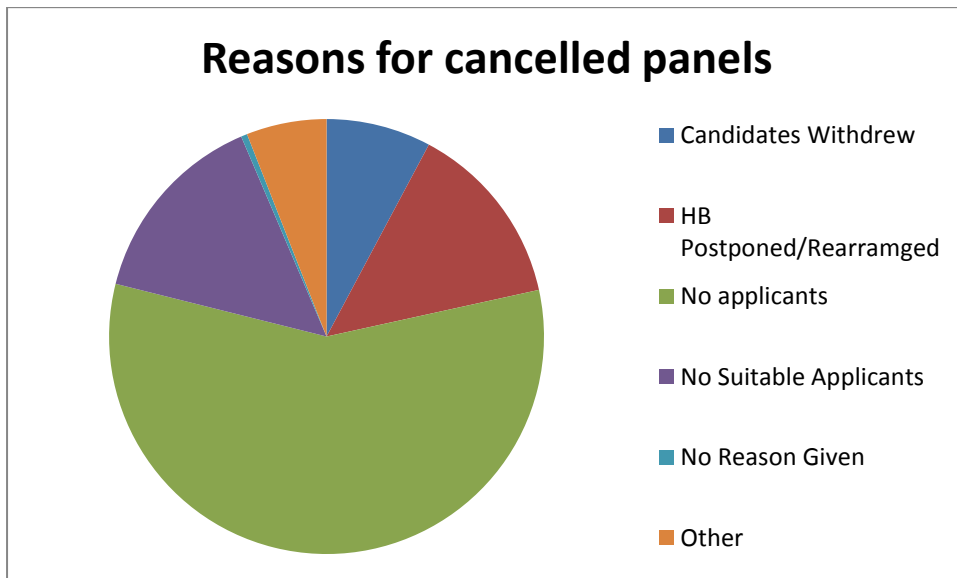


Figure 1 Reason for cancelled panels in 2017

The specialties with the highest % of panels cancelled were Oral & Maxillofacial Surgery (83.33% cancelled), Acute Medicine (73% cancelled), Otolaryngology (66.67% cancelled), Endocrinology & Diabetes Mellitus (66.67% cancelled) and Chemical Pathology (66.67% cancelled).

Appointments

430 successful appointments were made from the 350 panels which went ahead. Greater Glasgow & Clyde continues to be the largest recruiting Health Board, making 100 appointments in 2017. A full breakdown of appointments by different Health Boards can be seen in Appendix 3.

The majority (76%) of appointments made were to replacement posts as shown in Figure 2.

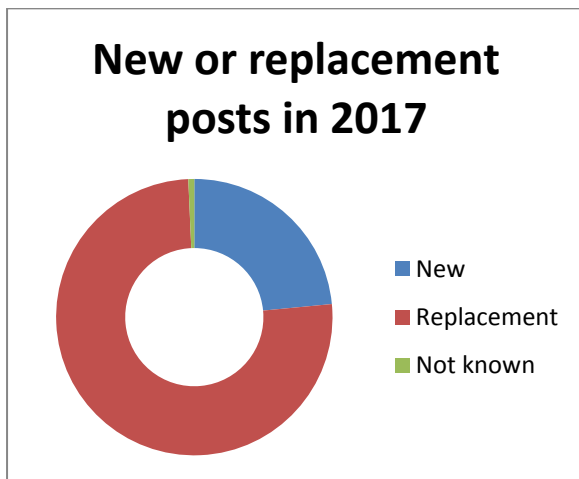


Figure 2 Type of post appointed in 2017

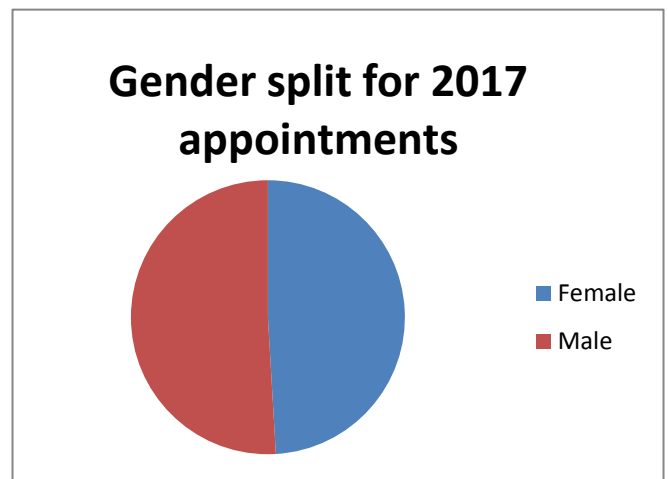


Figure 3 Gender split for 2017 appointments

The gender split between appointed candidates is very even (49% female: 51% male) as shown in Figure 3, and 50% of the appointed candidates come from Scotland as shown in Figure 4.



Figure 4 Country of origin of appointed candidates in 2017

Figure 5 shows that the DDC/SPA split was reported as 9:1 for 37% of appointments made in 2017, but 38% were reported as unknown (up from 32% last year). Appendix 4 shows the DDC/SPA splits in 2017 by Health Board.

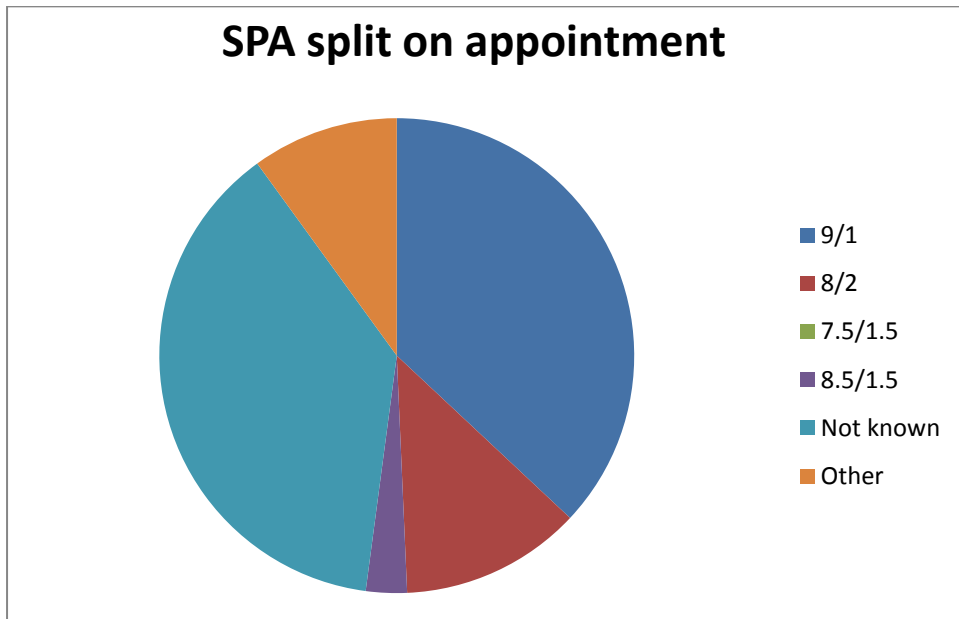


Figure 5 DDC/SPA split for appointments made in 2017

Figure 6 shows the DDC/SPA split of appointed candidates over the past three years. The level of 'not known' splits has increased from 22% in Quarter 1 of 2015 to 48% in Quarter 4 of 2017.

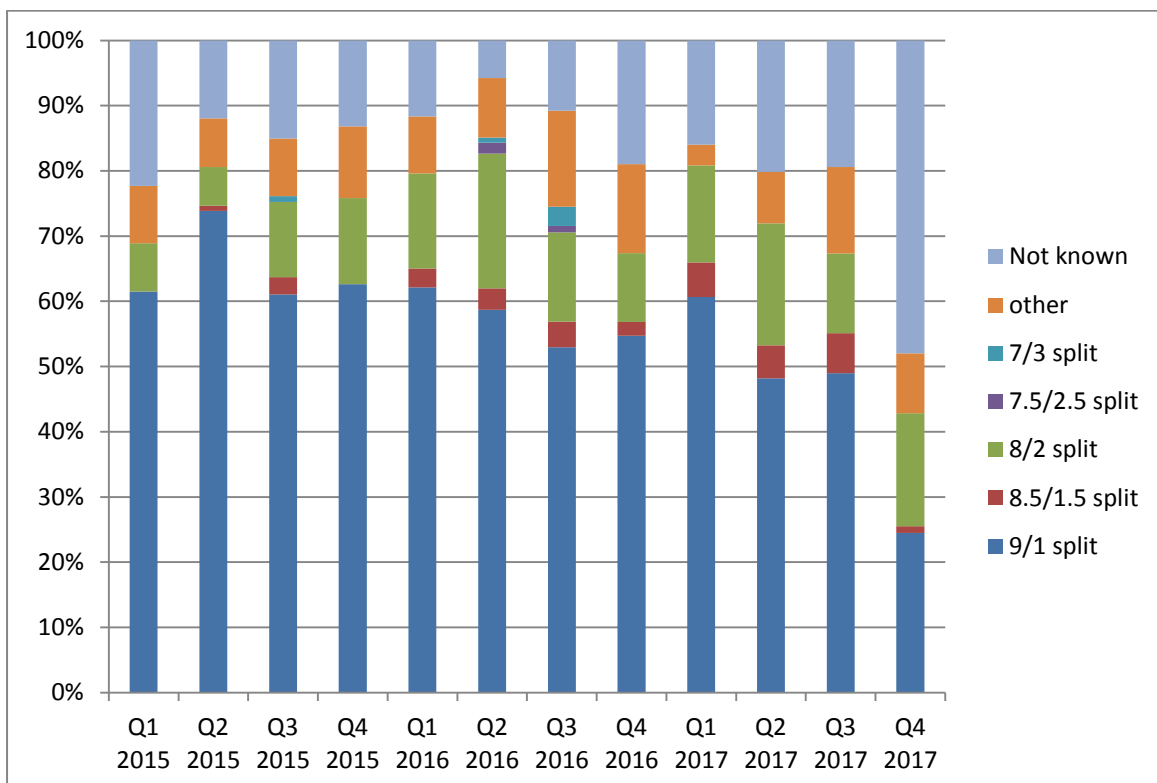


Figure 6 DDC/SPA split trend data from January 2015 to December 2017

External Advisers

We now have some 291 active external advisers. Out of 72 new external advisers in 2017, 50 took up the offer of a mentor.

Certificates of Attendance were sent out in January 2018, to all the external advisers who attended 1 or more interview panels in 2017.

Completed surveys were received from External Advisers for 316 out of 350 panels, a response rate of 90%.

Figure 7 shows that the External Advisers rated the support provided by the Scottish Academy as good or excellent 92% of the time. They rated the support from the Health Boards throughout the job description phase as excellent or good 91% of the time, 87% during shortlisting and 88% during interviews.

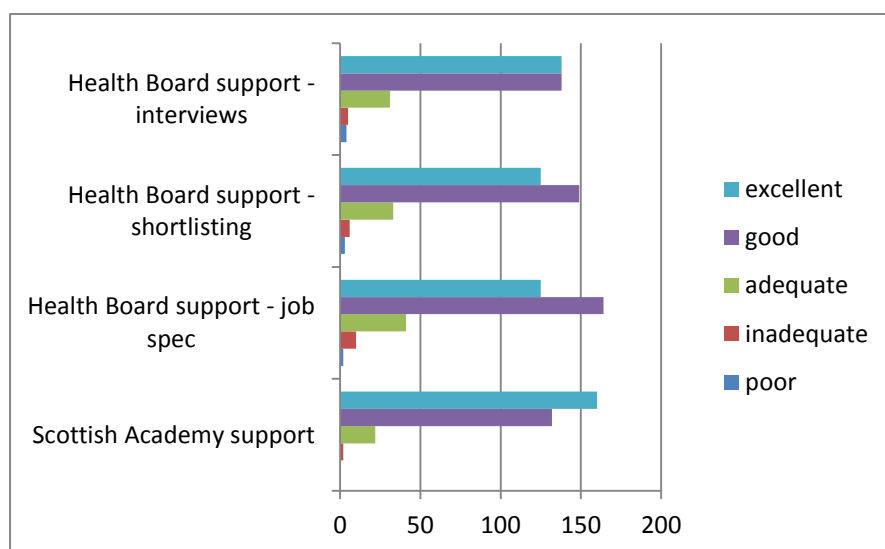


Figure 7 Feedback from External Advisers on 2017 panels

The main concerns from External Advisers about recruitment included:

- 9:1 SPA splits
- No representation from HR
- Poor communications
- No response to their comments on Job Packs

However there were positive comments on the External Adviser's experiences with Health Boards:

- *"No concerns the process ran smoothly"*
- *"No issues. Very professional HR department"*
- *"Very good, straightforward appointments process."*
- *"I was impressed by the efficiency of HR in this case puts some other boards to shame."*

Feedback from the Health Boards about the External Advisers and the Scottish Academy was also largely positive, as shown in Figure 8.

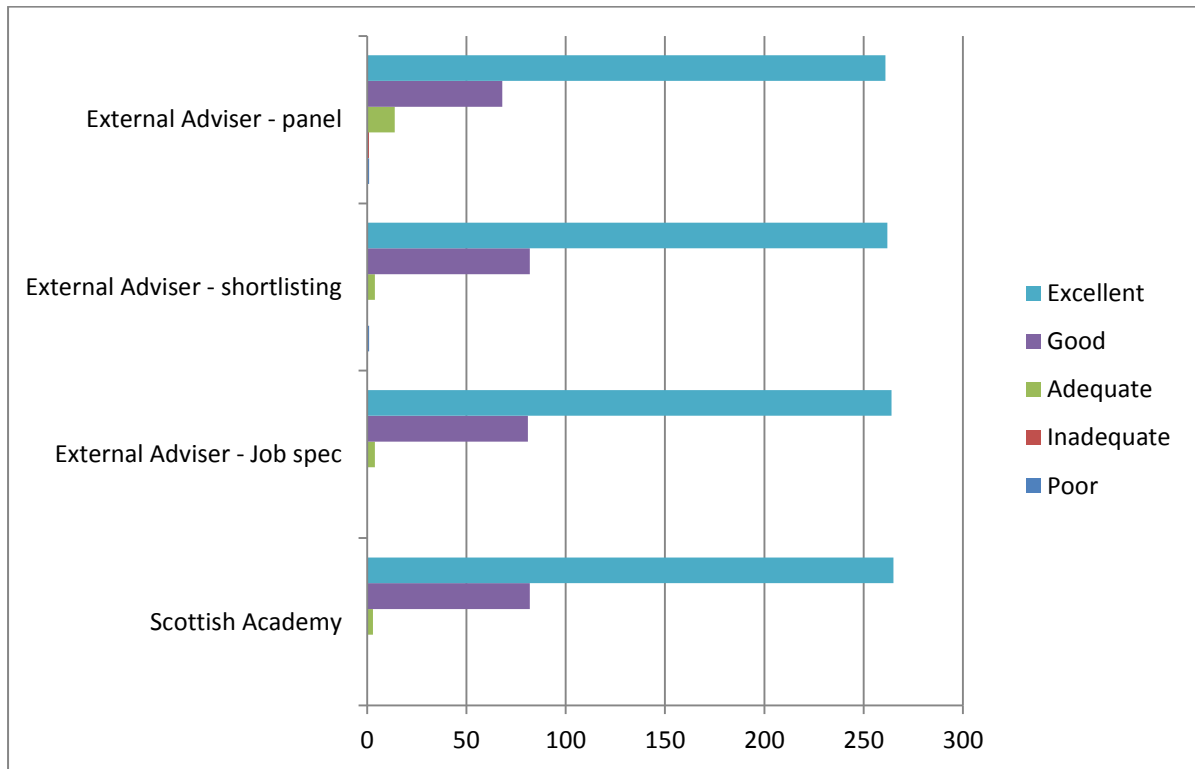


Figure 8 Feedback from Health Board staff about External Advisers and Scottish Academy support in 2017

The main concerns from Health Boards about external advisers included

- Last minute cancellations due to illness
- Not being clear on availability

Positive comments given by the Health Boards included:

The EA “was incredibly helpful and pleasant throughout this entire process.”

“We had a quick turn around from closing to interview and the EA helped immensely with this. “

“Very pleased with the service provided.”

Scottish Academy – External Adviser Coordinators (EAC)

We are delighted to announce Steph Sinclair has joined the EAC office in November 2017. She joins Liz Smith. The EAC work closely with External Advisers throughout the year to ensure both parties feels supported.

Challenges for EAC include:

- Chasing surveys as the aim is for 100% returns
- Dealing with last minute illness or drop out from External Advisers and finding a solution for the Health Board
- Resolving disputes between External Advisers and Health Boards
- Managing Health Boards in line with National Health Service (Appointment of Consultants) (Scotland) Regulations 2009

Health Boards have contacted the EAC office for advice in many areas including:

- Extra posts
- CESR applications
- Conflicting areas with Clinical Directors
- Statutory Requirements

External Advisers have contacted the EAC office for advice in many areas including:

- Professional Leave
- Escalation process
- Shortlisting conflicts with Health Boards
- Statutory Requirements

Feedback from Health Boards on External Adviser Coordinators.

- *“This was not straightforward as the post was unusual with applicant's background potentially from 2 different specialties - CAMH and Paediatrics. Thank you for the perseverance in finding a panellist qualified and willing to support the appointment process”*
- *“Our original External Advisor was great. When he then had to pull out of the interviews due to a family emergency just days before the interviews our contacts in the EAC office at the Academy really stepped in and helped us secure a new EA so quickly. The new EA was fantastic at jumping in at the last minute to help in such an urgent situation. I am very thankful to all involved.”*

External Adviser Coordinators (EAC) Office

Executive Advisers:



Liz Smith



Steph Sinclair

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Royal College of Physicians of Edinburgh
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Appendix 1: 2017 Panels

Specialty	Completed	Cancelled	Total Panels	Appts	% Panels cancelled
Acute Medicine	4	11	15	4	73.33%
Anaesthetics	28	14	42	44	33.33%
Cardiology	6	3	9	9	33.33%
Cardiothoracic Surgery	3	0	3	3	0.00%
Chemical Pathology	1	2	3	1	66.67%
Child & Adolescent Psychiatry	8	5	13	8	38.46%
Clinical Genetics	2	0	2	2	0.00%
Clinical Oncology	4	0	4	4	0.00%
Clinical Radiology	16	16	32	26	50.00%
Community Child Health	5	3	8	5	37.50%
Dental Public Health	1	0	1	2	0.00%
Dermatology	7	6	13	11	46.15%
Emergency Medicine	14	8	22	16	36.36%
Endocrinology & Diabetes Mellitus	2	4	6	3	66.67%
Forensic Psychiatry	5	1	6	3	16.67%
Gastroenterology	8	8	16	10	50.00%
General Medicine	10	4	14	13	28.57%
General Psychiatry	29	16	45	29	35.56%
General Surgery	15	8	23	15	34.78%
Genito-Urinary Medicine	1	0	1	1	0.00%
Geriatric Medicine	9	14	23	12	60.87%
Haematology	7	6	13	9	46.15%
Histopathology	12	4	16	13	25.00%
Infectious Diseases	3	2	5	3	40.00%
Medical Microbiology & Virology	3	2	5	4	40.00%
Medical Oncology	4	0	4	3	0.00%
Neurology	5	3	8	6	37.50%
Neurosurgery	1	0	1	1	0.00%
Obstetrics & Gynaecology	13	4	17	14	23.53%
Occupational Medicine	3	1	4	2	25.00%
Old Age Psychiatry	10	13	23	13	56.52%
Ophthalmology	8	6	14	9	42.86%
Oral & Maxillofacial Surgery	1	5	6	1	83.33%
Oral Medicine	3	0	3	3	0.00%
Orthodontics	4	2	6	4	33.33%
Otolaryngology	2	4	6	3	66.67%
Paediatric Cardiology	1	0	1	1	0.00%
Paediatric Dentistry	2	0	2	1	0.00%
Paediatric Surgery	1	0	1	1	0.00%
Paediatrics	22	12	34	40	35.29%
Palliative Medicine	1	1	2	2	50.00%
Plastic Surgery	3	2	5	4	40.00%
Psychiatry of Learning Disability	2	2	4	2	50.00%
Psychotherapy	3	1	4	4	25.00%
Public Health Medicine	9	2	11	8	18.18%
Rehabilitation Medicine	4	0	4	4	0.00%
Renal Medicine	4	0	4	4	0.00%
Respiratory Medicine	7	6	13	11	46.15%
Restorative Dentistry	4	1	5	4	20.00%
Rheumatology	6	6	12	7	50.00%
Special Care Dentistry	2	0	2	3	0.00%
Trauma & Orthopaedic Surgery	14	3	17	17	17.65%
Urology	5	5	10	5	50.00%
Vascular Surgery	3	2	5	2	40.00%
Totals	350	218	568	429	38.38%

Panels – in order of % cancelled

Specialty	Completed	Cancelled	Total Panels	Appts	% Panels cancelled
Oral & Maxillofacial Surgery	1	5	6	1	83.33%
Acute Medicine	4	11	15	4	73.33%
Chemical Pathology	1	2	3	1	66.67%
Endocrinology & Diabetes Mellitus	2	4	6	3	66.67%
Otolaryngology	2	4	6	3	66.67%
Geriatric Medicine	9	14	23	12	60.87%
Old Age Psychiatry	10	13	23	13	56.52%
Clinical Radiology	16	16	32	26	50.00%
Gastroenterology	8	8	16	10	50.00%
Palliative Medicine	1	1	2	2	50.00%
Psychiatry of Learning Disability	2	2	4	2	50.00%
Rheumatology	6	6	12	7	50.00%
Urology	5	5	10	5	50.00%
Dermatology	7	6	13	11	46.15%
Haematology	7	6	13	9	46.15%
Respiratory Medicine	7	6	13	11	46.15%
Ophthalmology	8	6	14	9	42.86%
Infectious Diseases	3	2	5	3	40.00%
Medical Microbiology & Virology	3	2	5	4	40.00%
Plastic Surgery	3	2	5	4	40.00%
Vascular Surgery	3	2	5	2	40.00%
Child & Adolescent Psychiatry	8	5	13	8	38.46%
Community Child Health	5	3	8	5	37.50%
Neurology	5	3	8	6	37.50%
Emergency Medicine	14	8	22	16	36.36%
General Psychiatry	29	16	45	29	35.56%
Paediatrics	22	12	34	40	35.29%
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Anaesthetics	28	14	42	44	33.33%
Cardiology	6	3	9	9	33.33%
Orthodontics	4	2	6	4	33.33%
General Medicine	10	4	14	13	28.57%
Histopathology	12	4	16	13	25.00%
Occupational Medicine	3	1	4	2	25.00%
Psychotherapy	3	1	4	4	25.00%
Obstetrics & Gynaecology	13	4	17	14	23.53%
Restorative Dentistry	4	1	5	4	20.00%
Public Health Medicine	9	2	11	8	18.18%
Trauma & Orthopaedic Surgery	14	3	17	17	17.65%
Forensic Psychiatry	5	1	6	3	16.67%
Cardiothoracic Surgery	3	0	3	3	0.00%
Clinical Genetics	2	0	2	2	0.00%
Clinical Oncology	4	0	4	4	0.00%
Dental Public Health	1	0	1	2	0.00%
Genito-Urinary Medicine	1	0	1	1	0.00%
Medical Oncology	4	0	4	3	0.00%
Neurosurgery	1	0	1	1	0.00%
Oral Medicine	3	0	3	3	0.00%
Paediatric Cardiology	1	0	1	1	0.00%
Paediatric Dentistry	2	0	2	1	0.00%
Paediatric Surgery	1	0	1	1	0.00%
Rehabilitation Medicine	4	0	4	4	0.00%
Renal Medicine	4	0	4	4	0.00%
Special Care Dentistry	2	0	2	3	0.00%

Appendix 2: Reason for Cancelled Panels in 2017

Cancelledations	Candidates Withdrew	HB Postponed/Rearranged	No applicants	No Suitable Applicants	No Reason Given	Other	Total
Ayrshire & Arran	0	0	13	2	0	1	16
Borders	0	1	4	0	0	0	5
Dumfries & Galloway	0	3	14	1	0	1	19
Fife	1	3	10	2	1	0	17
Forth Valley	0	1	9	3	0	2	15
Grampian	5	5	10	3	0	1	24
Greater Glasgow & Clyde	2	5	16	3	0	3	29
Highland	1	1	18	5	0	0	25
Lanarkshire	5	2	9	2	0	1	19
Lothian	1	7	6	4	0	2	20
National Waiting Times Unit	0	0	1	0	0	0	1
Orkney	1	1	0	2	0	0	4
Shetland	0	0	1	0	0	0	1
Tayside	1	1	11	4	0	1	18
Western Isles	0	0	3	1	0	1	5
Totals	17	30	125	32	1	13	218

Appendix 3: 2017 Appointment Summary

APPOINTMENTS	Ayrshire & Arran	Borders	Dumfries & Galloway	Fife	Forth Valley	Grampian	Greater Glasgow & Clyde	Highland	Lanarkshire	Lothian	National Services Scotland	National Waiting Times Unit	NHS Health Scotland	Orkney	Sherland	Tayside	Western Isles	Total
Acute Medicine	1	0	1	0	0	0	2	0	0	0	0	0	0	0	0	0	0	4
Anaesthetics	2	3	0	5	1	4	11	3	0	7	0	1	0	1	0	4	2	44
Cardiology	0	0	2	0	2	2	1	0	1	1	0	0	0	0	0	0	0	9
Cardiothoracic Surgery	0	0	0	0	0	0	0	0	0	1	0	2	0	0	0	0	0	3
Child & Adolescent Psychiatry	0	1	0	1	0	0	1	0	1	2	0	0	0	0	0	2	0	8
Clinical Genetics	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Clinical Oncology	0	0	0	0	0	1	3	1	0	1	0	0	0	0	0	0	0	6
Clinical Pathology	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Clinical Radiology	3	1	1	0	1	4	7	0	4	4	0	0	0	0	0	1	0	26
Community Child Health	0	0	1	0	0	1	1	0	0	2	0	0	0	0	0	0	0	5
Dental Public Health	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	2
Dermatology	0	0	0	2	0	3	4	0	1	1	0	0	0	0	0	0	0	11
Emergency Medicine	1	0	0	1	2	1	4	1	2	3	0	0	0	0	0	1	0	16
Endocrinology & Diabetes Mellitus	0	0	0	0	0	0	2	0	0	1	0	0	0	0	0	0	0	3
Forensic Psychiatry	0	0	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0	3
Gastroenterology	0	1	0	0	3	2	2	1	0	1	0	0	0	0	0	0	0	10
General Medicine	0	1	0	0	2	1	1	2	0	0	0	0	0	1	1	4	0	13
General Psychiatry	3	1	0	3	4	3	6	3	1	3	0	0	0	0	1	1	0	29
General Surgery	1	1	0	1	0	3	2	3	1	3	0	0	0	0	0	0	0	15
Genito-Urinary Medicine	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Geriatric Medicine	1	0	1	0	0	4	3	0	1	0	0	0	0	0	0	2	0	12
Haematology	0	2	1	0	0	0	4	0	0	1	0	0	0	0	0	1	0	9
Histopathology	1	0	0	1	1	1	2	1	2	4	0	0	0	0	0	0	0	13
Immunology	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Infectious Diseases	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	1	0	3
Medical Microbiology & Virology	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	2	0	4
Medical Oncology	0	0	0	0	0	1	1	0	0	1	0	0	0	0	0	0	0	3
Neurology	0	0	0	0	0	2	2	0	0	1	0	0	0	0	0	1	0	6
Neurosurgery	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Obstetrics & Gynaecology	1	0	1	0	0	1	3	2	0	2	0	0	0	0	0	4	0	14
Occupational Medicine	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	2
Old Age Psychiatry	1	0	0	0	0	2	1	0	2	5	0	0	0	0	0	1	0	12
Ophthalmology	1	0	0	0	0	1	1	2	0	1	0	1	0	0	0	3	0	10
Oral & Maxillofacial Surgery	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Oral Medicine	0	0	0	0	0	0	1	0	0	1	0	0	1	0	0	0	0	3
Oral Surgery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Orthodontics	1	0	0	0	0	1	2	0	0	0	0	0	0	0	0	0	0	4
Otolaryngology	0	0	0	0	2	0	1	0	0	0	0	0	0	0	0	0	0	3
Paediatric Cardiology	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Paediatric Dentistry	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Paediatric Surgery	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Paediatrics	1	1	0	4	5	4	7	3	6	7	0	0	0	0	0	0	2	40
Palliative Medicine	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	2
Psychiatry of Learning Disability	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	2
Plastic Surgery	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	0	4
Psychotherapy	0	0	0	0	1	0	0	0	0	3	0	0	0	0	0	0	0	4
Public Health Medicine	1	2	0	2	0	1	0	0	0	0	1	0	0	0	0	1	0	8
Rehabilitation Medicine	0	0	0	0	0	0	2	1	0	1	0	0	0	0	0	0	0	4
Renal Medicine	0	0	0	0	0	1	1	0	1	0	0	0	0	0	0	1	0	4
Respiratory Medicine	1	0	0	0	3	0	2	0	1	4	0	0	0	0	0	0	0	11
Restorative Dentistry	0	0	0	0	0	1	1	0	0	1	1	0	0	0	0	0	0	4
Rheumatology	0	0	0	1	0	1	2	0	0	3	0	0	0	0	0	0	0	7
Special Care Dentistry	0	0	0	0	0	0	1	0	0	0	2	0	0	0	0	0	0	3
Trauma & Orthopaedic Surgery	3	0	0	4	0	2	2	1	1	2	0	1	0	0	0	1	0	17
Urology	1	0	0	0	0	0	3	0	0	1	0	0	0	0	0	0	0	5
Vascular Surgery	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	2
TOTAL	24	14	9	26	28	49	100	26	29	73	5	5	3	2	2	31	4	430

Appendix 4: DCA/SPA Split on 2017 Appointments

DCC/SPA Splits by HB	9/1	8.5/1.5	8/2	Other	Not Known	Total
Ayrshire & Arran	14	1	8	1	0	24
Borders	0	0	0	3	11	14
Dumfries & Galloway	9	0	0	0	0	9
Fife	4	1	0	2	19	26
Forth Valley	14	0	5	7	2	28
Grampian	0	1	26	5	17	49
Greater Glasgow & Clyde	69	0	0	10	21	100
Highland	4	1	5	2	14	26
Lanarkshire	27	0	0	2	0	29
Lothian	11	1	0	1	59	72
National Services Scotland	1	0	2	2	0	5
National Waiting Times Unit	0	0	0	1	4	5
NHS Health Scotland	0	0	0	2	1	3
Orkney	0	0	0	0	2	2
Shetland	0	0	1	0	1	2
Tayside	6	8	5	5	8	32
Western Isles	0	0	0	0	4	4
Total	159	13	52	43	163	430