

Welcome to the latest addition of Appraisal Matters

The appraisal team continues to develop as we align the two Area Teams and their processes, and comply with the national NHS England Appraisal Policy. We have appointed 28 new appraisers across the region both to allow for recent retirements and to increase the capacity, and achieve the national target of an annual maximum of 20 appraisals per appraiser. This recruitment will probably happen annually from now on.

The appraisal lead team is also changing – in line with national policy. The system of Patch Groups that has been operating in the North of the patch is being extended to the whole region. There will now be 12 groups across the region led by a Senior Appraiser who will be responsible for both the QA of each appraiser in their group as well as day to day advice around policy and processes, and the continuing development and support of the appraisers through small group meetings. This role will be advertised shortly and be open to all current appraisers.

Having started the year with 6 appraisal leads (1 each in Somerset and BNSSG, and four in DCIoS) we are now moving towards national policy guidelines (of 1 overall Clinical Lead). The challenges in our area of geography and distances mean that as an interim (until April 2017) there are now 3 clinical appraisal leads: Peter Saunders, Jill Millar and Pete Wood. During this time we will be able to plan how a definitive Lead role for our region can be developed.

The administration team is also changing. Vicky Bawn will be on secondment to another role for a year from December, and Lizzy Audsley is taking up a new role in another area. We would like to wish them well in their new roles. We will be appointing people to these roles in the near future – and the remaining administration team will work across the entire region. Please ensure you use the generic appraisal email addresses to ensure any queries are dealt with speedily.

GPs on extended leave

Many GPs now take planned leave e.g. sabbaticals, maternity leave, as well as unplanned leave (usually for ill health). There have been a number of occasions when appraisers have tried to contact an allocated GP and either been unable to obtain a response or find they are contacting a GP who is ill.

Best practice would be for all GPs who take planned leave to notify the admin. team in good time so that their appraisal can be rescheduled if necessary, but also for GPs who go off on long-term sick leave the administration team should be notified.

Please can you highlight this in appraisal esp. when a GP is discussing taking planned leave. It may also arise if there are issues in a practice if another GP is on extended leave.

Please also advise that GPs who plan sabbaticals should still generally try to obtain the annual requirements for appraisal and revalidation prior to or during the sabbatical. This could also apply to those taking maternity leave. This is especially important if the GP has a revalidation date in the same year that they return to practice.

Opening the MAG using Windows 10

Windows 10 is similar to IOS for Apple. It tries to open the MAG form with its own software. You need to go to the link <http://www.gpappraisals.uk/where-to-record-the-information.html>

Right click where it says right click

Open in new window

Find it using file explorer

Right click again

Right click on it then open in Adobe Reader

Save as

Save it on your laptop

GMC referrals

If you encounter a GP who has been referred to or is being investigated by the GMC, a history of good appraisals where the GP has engaged fully with the requirements can often help in any investigation. Please advise any GPs whom you encounter in this situation to submit the appraisal portfolios with all their other information.

Safeguarding Modules On-Line Training

We have previously advised that these modules provided through NHS Skills for Health, have been funded for GPs in the South West region of NHS England South. GPs in practice can access them through their practice log in. For locums GPs the link is:

www.nsahealth.org.uk/e-learning/courses-we-offer/60-safeguarding-children-nhs-organisations

For users with an **nhs.net** email account please follow the instructions below in order to register;

- You need to click on Health Education South West HESW and then find locum GP safeguarding training.
- Click on 'create an account' and enter your details. You will then be sent an email confirmation.
- Click on the link in the email that you will receive to complete the registration process.

For users who don't have an nhs.net email account please email the skills for health team at swelearning@nsahealth.org.uk and they will be able to create an account for you.

All Safeguarding queries should be sent to england.devcorn-safeguarding@nhs.net

Please note, child safeguarding level 3 is a CQC, performers' list and newly qualified Dr's requirement(It is not a performers' list requirement if you are already on it). If doctors are reluctant to complete level 3 then encourage them to consider how they could justify their management of a child protection case if they were called to court.

Structured Reference

Attached with this newsletter is an amended version of the structured reference tool. This has been approved by the University who is happy to complete for all trainers working with Exeter and Plymouth Universities.

Diabetes

If a doctor has an interest in Diabetes care there is a very effective audit tool provided by Primis. Contact www.nottingham.ac.uk/primis/joinus for free membership or ring PRIMIS Helpdesk Mon – Fri 11:00 - 14:00 tel 0115 8466242

SEAs and SUIs

This difference was highlighted in the last update. NHS England have produced a new SEA template (attached and on the websites).

This template is not *required* – any stand alone or toolkit template would be acceptable – but this one seems very useful for the rare event when a GP has a SUI. This would then form part of a much wider investigation or Root Cause analysis.

Quality Assurance of the Appraisal Process

Up to now different areas of the region have used different forms. The North has used EXCELLENCE, and the South has used this and PROGRESS and now PROGRESS2. All Appraisers have had annual appraisal reviews.

RMS has now been introduced across the region and the use of this toolkit will be incorporated into the QA process. Also the QA process carried out by Health Education South West (in the North) will also finish during this year and it is an opportunity for processes to be aligned across the region.

This is still under discussion within the team and a decision will be made shortly about the structure of the process.

Verification Visit

NHS England South West is having an Independent Verification visit from NHS England on December 11th and they will be spending some time looking at our Appraisal and Revalidation systems. If any of you would be willing to talk to Vicky Banks or share your views about appraisal with her by phone or email then please contact Lynne Bradshaw.

Appraisal Toolkits

We have had guidance from NHS England about appraisal toolkits. This is particularly relevant to doctors who have been using SAT which finishes in March 2016.

The MAG form and Clarity are preferred. SW appraisers have been trained to use both of these.

It is the doctor's responsibility to ensure that if they use an alternative vehicle it should at least replicate the information on the MAG form, and that their appraiser can use it. It is also their responsibility to ensure that their appraiser can access it.

And Finally ...

Please remember to add booked appraisal dates to RMS – and to complete the appraisal output summary on RMS when you have uploaded appraisal summaries when they have been signed off.

Please find below the contact details for all Medical Appraisal Team staff members:

Medical Appraisal Team contact details

Appraisal Leads:

Dr Peter Saunders - email: peter.saunders2@nhs.net

Dr Jill Millar – email: jill.millar@nhs.net or tel: 07928 322447

Dr Peter Wood – email: p.wood2@nhs.net or tel: 01647 433320 (work) or 07905 093877

Appraisal and Revalidation Manager:

Lynne Bradshaw - email: lynne.bradshaw2@nhs.net or tel: 0113 824 8951 / 07976 961909

Administration team:

North:

Generic email address: england.bnsssg-appraisal@nhs.net

Maria Campus - tel: 0113 824 7466/8129

Lesley Phillips — tel: 0113 824 8819

South:

Generic email address: appraisals.devcorn@nhs.net

Lesley Phillips / June Gardener – tel: 0113 824 8819

Sarah Appleby - tel: 0113 825 3145

A new person will be appointed shortly

For any performance concerns, please contact Dr Liz Thomas (Deputy Medical Director)
via email at: liz.thomas2@nhs.net

Vicky Bawn and Vanessa White are currently seconded to other teams.