

Appraisal Matters — Edition 4

Welcome to the 4th Edition of Appraisal Matters. We have experienced a busy few months which incorporated the revised national GP Appraisal and Revalidation system, the GP Appraisal Policy and the new Checklist from April 2014; and more recently the national GP Appraiser contracts.

The Appraisals Team would like to take this opportunity to thank you all for your continued support and hard work. As Appraisers, you provide an invaluable service to our local GPs, and the time, assistance and encouragement that you offer is very much appreciated.

New GP Appraisers

The Appraisals Team are pleased to inform you that we will have 16 new GP Appraisers on board following training sessions which took place in June, and 2 who will complete training in September. We look forward to working with them as they carry out appraisals in Devon and Cornwall over the coming months.

[Our new GP Appraisers are:](#)

Olayinka Adewole—Cornwall
Ian Bishop—Cornwall
Glynis Buckle—Devon
Chris Cuff—Cornwall
Ian Fussell—Cornwall
Josephine Herdman—Mid Devon
David Hopkins—Exeter
Margaret Jervis—Cornwall
Jo Morrison—East Devon
Alison Nankervis—Cornwall
Juliet Nelson—Mid Devon
Sarah Riley—East Devon
Colan Robinson—Cornwall
Linda Simpson—Cornwall
Jackie Tolhurst—North Devon
Tamsin Venton—Teignbridge

Thank you to all volunteers—we now have enough 'buddies' to support the new appraisers.



Summer 2014

GP Appraiser Support Meeting update



10th June 2014 ~ Padbrook House, Cullompton

During the recent Appraiser Support meeting we had an opportunity to address some “FAQs”:

What is a Follett Appraisal? This is an appraisal for a doctor academic. It is normally for GPs who are almost full time academics employed by the university and who have an honorary GP contract with a practice. Essentially two appraisers would be present, one “normal” GP appraiser and another academic, often the GP’s line manager or another professor. There is a move by the local universities to encourage GPs connected to them to request a Follett Appraisal. If you are faced with such a request do speak to your clinical appraisal lead.

Child Protection: We are intent that appraisers do not feel that they have to police this. Our suggestion is that appraisers remind GPs about Child Protection, Vulnerable Adult and CPR training by enquiring about it. The GP has to be able to answer the question “How would your RO be assured that you are up to date in these areas?” or “if there was a serious child abuse case in your practice how would you be able to show that your involvement was in line with current practice?”

Minimum Sessional requirement: There is no statutory minimum of sessions- 1 session of undifferentiated practice per year is enough to satisfy the GMC. The RO has to be confident that each one of us remains current, hence those GPs working 40 or fewer sessions per year may need their portfolios to be scrutinised by the RO in detail.

When is it a SUI/ SIRI? Our website (www.doctordevcorn.info) holds examples of the requisite forms for GPs to use to report such events.

We also canvassed the appraisers present for useful tips:

Encourage your Appraisees to keep a locked down MAG (saving it with a different name) prior to creating a new form

Consider asking Appraisee's permission to store (securely) a copy of their MAG for next year

Keep an email thread re dates etc. until you have finished an appraisal

Challenge the statement: “I have had no SEA’s this year”

There is an excellent Cornish Child Protection Course

Start a new MAG for each revalidation cycle.

Remember what appraisal is for and keep it at the heart of the discussion

As the various forms of appraisal documentation (toolkits and MAG form) all include the doctor’s name, we no longer expect summaries to be anonymous.

Friendly reminder

Could you regularly update the Appraisal Team with any booked appraisal dates? The national GP Appraisal Policy states that the Appraiser should contact their Appraisees **56 days prior to the appraisal due date**. The Appraiser should inform the Appraisals Team of the booked date (or book the date straight onto the system if they have access), **at least 28 days before the appraisal takes place** via:

appraisals.devcorn@nhs.net.

Thank you!

Please inform the Administration Team if you are made aware of any of the following circumstances, as this information may affect a doctor's appraisal and/or revalidation and we need to record any long term absence due to:

maternity leave

ill health

Sabbatical

reduced number of session worked or planned to be worked (under 40 sessions per annum)
or pending retirement plans

NHS.net

Are you using an 'nhs.net' email address as a secure means of sending Appraisals information? If not, please contact us and we will help to set up an account for you.

Post Appraisal Documentation

Kindly ensure that both you and your Appraisee are available to agree a summary and sign off the MAG form (and RCGP/Clarity Toolkits if appropriate), so that it is submitted to the Appraisals team along with the Checklist **within 28 days of the appraisal date**. Please bear this in mind with the holiday period approaching as we are now monitored nationally against these benchmarks, and would appreciate the prompt return of these post-appraisal documents. If you envisage or encounter any problems with this timescale, please let us know as soon as possible.

Late Forms

We are now required to record any appraisal not completed before the end of the month in which it was due. Routine appraisals may be undertaken early (as long as nine months have passed since the previous appraisal), **but should not be late**. If for any reason you cannot book an appraisal in the 'due' month, a 'late appraisal' form must be completed by whoever has caused the delay ~ please contact the Administration Team who will forward the necessary documentation. Once completed, the 'late appraisal' form must be approved by Lynne Bradshaw or the Appraisal Leads, and numbers are reported monthly.

Feedback Forms

The national Appraisals Team will shortly be introducing the new post-appraisal feedback form (for completion by your Appraisees). We will keep you updated on developments and notify you of the implementation date when we receive it. In the meantime, should your Appraisee wish to provide direct feedback on their appraisal, please ask them to contact the Administration Team at: appraisals.devcorn@nhs.net.

Appraiser payments

GP Appraiser payments remain unchanged from 1st April 2014. We will continue to pay £500 for each appraisal undertaken, plus a superannuation employers contribution if you are eligible (e.g. not retired or having taken 24 hour retirement).

Payments will be made in ten instalments over the appraisal year, based on the number of appraisals that you agreed to do. We also make a contribution to cover your attendance at two appraisal support meetings during the year (@ £118.00 per meeting), which will be included in your payment schedule. The first payment is due to be paid by the end of this month. Please let us know if you would like an alternative arrangement.

Mileage Claims

We reimburse travel expenses for mileage **over 50 miles per round trip** at £0.67 per mile. Please keep a running record of your mileage and submit a claim to the Administration Team on our invoice template, via email, **every six months**.

If you require an invoice template, please get in touch.



GP Appraiser Support meetings ~ please attend at least 2 meetings each appraisal year

The next GP Appraiser Support Meetings will take place on:

Wednesday 8th October 2014 at Exeter Racecourse*

Wednesday 12th November 2014 at Lanhydrock Hotel & Golf Club*

* meeting content will be duplicated on these two dates

Thursday 22nd January 2015 at Exeter Racecourse

Please contact the Administration Team via: appraisals.devcorn@nhs.net to book your place(s), and please remember to inform us of any dietary requirements.

Agendas and venue directions are sent out to all delegates nearer the meeting date.



Don't forget!

To look at our website: www.doctordevcorn.info for information on the national Appraisal Policy, appraisal planning, requirements, resources and reflective templates which may be of use to you and your Appraisee.

Pension (SOLO) Forms

The 2014 /15 SOLO can be downloaded from www.nhsbsa.nhs.uk/pensions or you can download a copy from our website - www.doctordevcorn.info. Forms need to be submitted to NHS Shared Business Services Pensions on a monthly / regular basis. Please complete parts 1 and 2 and forward to Lynne Bradshaw to authorise. Completed SOLO forms along with payment (employer and employee contributions) should be sent to - NHS Shared Business Services, Cardinal Square, East Wing, 10 Nottingham Road, Derby DE1 3QT. For enquiries please call 01332 868777 (option 5 then option 2).

NHS Shared Business Services Pensions have confirmed that they will still accept late contributions for the 2013/14 appraisal year.

Revalidation News

From 4th April to 18th June 2014, 126 doctors have been recommended for Revalidation and 4 were deferred due to lack of evidence. The GMC has confirmed Revalidation of those recommended.

A Revalidation recommendation can be made up to 4 months in advance of the Revalidation date and where evidence is available, a recommendation will be made earlier than the specified date. Once the GMC has been notified, the doctor will normally be advised within 48 hours via email, and then formally by the GMC with a follow up letter.

Please consider.... Your Appraisee's Revalidation date:

- does your Appraisee have outstanding Multi-Source Feedback or Clinical Audit results and/or reflections which they need to share with you prior to their Revalidation (if this date occurs before their next routine appraisal)? If so, please diarise this for follow-up and send a confirmation email to: appraisals.devcorn@nhs.net once you have reviewed and discussed the necessary documentation.
- or will your Appraisee require an early appraisal this/next year to ensure that a full review of their appraisal evidence can be undertaken ahead of their Revalidation?

Kindly note that the Revalidation Advisory Group meets on the first Wednesday of each month, to make recommendations for Revalidation which are due for formal submission.

Occupational Health Support for GPs

We would like to reassure GP Appraisers that Occupational Health Support is still available to offer advice and support to GPs. Funding is in place for confidential support and psychotherapy for all GPs regardless of whether there is a performance issue or not. Drs Mark Couldrick and Linda Barry are GP coordinators, and would like to hear from any GP as soon as a potential difficulty comes to light, well before it develops into a serious issue. Sometimes all that is needed is a chat. If more support is needed it can be arranged from that first contact. Don't wait until there is a crisis, if in doubt give us a call or send us an email ~ the quickest and easiest way is to contact one of us directly.

Dr Linda Barry GP Coordinator, Cornwall tel. 07436 562917 or email: linda.barry@3spires.cornwall.nhs.uk

Dr Mark Couldrick GP Coordinator, Devon tel. 07436 562918 or email: mark.couldrick@nhs.net

Dr Ben Charnaud Consultant psychiatrist/psychotherapist email: bencharnaud@btconnect.com

Dr Anne Read Consultant psychiatrist/psychotherapist email: docaread@gmail.com

Both LMC's also offer pastoral support

Cornwall LMC tel. 01726 627978 ~ this is the main LMC office number and the people to contact are Dawn or Sue. There is also an answerphone message for the times the office may not be staffed or evenings/weekends giving emergency contact details.

Devon LMC tel. 01392 834020 ~ this is the main LMC office number. Please call and ask to speak with Angela Edmunds, Carol Hobbs or Elaine Pavelle who would be happy to help you. Alternatively, please use this [link](#) to access the service.

Whole scope of work ~ GPwSI (General Practitioner with Special Interest)

Please can we remind you that some evidence on all areas of work is required each year

As part of the national Reaccreditation process for GPwSI's , we are now required to record and evidence all GPSI work undertaken by our doctors. Further discussions are taking place nationally and with local commissioners and CCG's to clarify how GPwSI's are accredited and reaccredited in the future.

.....Breaking News!

The Appraisal Team have been working behind the scenes to implement a new web-based NHS Revalidation Management System which complies with national standards and streamlines our existing administration processes.



This system features an Access-based data capture facility which in time will enable Administrators, GP Appraisers and Appraisal Leads to enter and retrieve appropriate appraisal information. At present, the Administration Team and our Appraisal Leads have been updating the system with the 2014/15 data which will provide a snapshot of the Appraisal / Revalidation Dashboard status and allow an immediate overview of the progress in Devon and Cornwall.

The functionality structure will evolve to assist with the day to day administration (e.g. automatic emails to chase late documentation / appraisal dates due / overdue, Appraiser / Appraisee matching, updated Appraisee Lists & notifications, Year 3 Appraiser reallocation, direct booking of Appraiser Support Meeting places online) and will be linked to GMC Connect (for Revalidation purposes) and the Medical Performers List revisions.

This new tool will provide an interactive approach to the overall Appraisal process— some Appraisers have volunteered to try it out and our newly trained Appraisers will be using it too.

Watch this space!

The RCGP's e-Portfolio will partner with Clarity Informatics to provide a unified Appraisal & Revalidation toolkit for GPs from late August 2014. Some doctors will wish to continue using a web-based toolkit—please note that the Clarity RCGP toolkit is the only alternative to the MAG which we accept, and the output of Appraisal will need to be uploaded to the MAG and emailed to the Administration Team.

More information to follow shortly!

GP Appraisal Team contact details

Assistant Medical Director

Dr Liz Thomas—email: liz.thomas2@nhs.net

GP Appraisal Manager:

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

GP Appraisal Leads

Dr Jill Millar – email: jill.millar@nhs.net or tel: 01626 332813 (work) or 07928 322447

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

Dr Tim Alexander – email: tim.alexander3@nhs.net or tel: 01752 776772 (work)

Dr Neil Davidson – email: neil.davidson2@nhs.net or tel: 07962 228778

Administration Team:

Generic email address: appraisals.devcorn@nhs.net

Devon/Plymouth/Torbay:

Lesley Phillips – tel: 0113 824 8819 or Tracy Mallinson tel: 0113 824 8956

Cornwall: Vanessa White - tel: 0113 824 8806 (term time working only)

Please note that for certain periods in July & August we will be working with reduced staff coverage, and would appreciate your patience during this time.