

Welcome to the 5th Edition of Appraisal Matters.

As another year draws to a close, we would like to thank you all for your contributions and encouragement. As we reflect on our achievements in 2014, we should appreciate the formative and developmental elements of appraisal and the integral role that you, as Appraisers, play in this process. The Appraisal Team and our local GPs value your experience and ongoing support, and we look forward to your continued commitment as we move into 2015.

GP Appraiser Updates

The Appraisals Team would like to welcome Dr Niall MacLeod and Dr Mark Sanford-Wood who completed their GP Appraiser training in September; and we look forward to working with them as they carry out appraisals in Devon over the coming months.

We would like to bid farewell to Dr Keith Round, a long-serving GP Appraiser from Cornwall who retired earlier this year; and also to Drs Liz Brown, Rob Benzies and Andy Potter who will be leaving us at the end of March.

The Appraisal Team would like to thank Keith, Liz, Rob and Andy for their support and wish them well with their future plans.

NHS England Update

As you may be aware, due to the realignment of NHS England - effective from 1st April 2015 - we will be working as one team with Bristol, North Somerset, Somerset and South Gloucester (BNSSSG).

This should have little impact upon the GP Appraisers as our working practices, being national, should be in line. Our intention is to continue to provide the local support meetings, appraisal lead support and monthly Revalidation meetings.

Lesley and Vanessa will remain in their current roles as your main point of contact, whilst BNSSSG have equivalent staff in post further afield.

GP Appraiser Support Meetings

The next GP Appraiser Support Meetings will take place on:

Thursday 22nd January 2015 - Exeter Racecourse

Tuesday 16th June 2015 - Cornwall

Wednesday 14th October 2015 - Exeter *

Wednesday 18th November 2015 - Cornwall*

* meeting content will be duplicated on these two dates

Thursday 14th January 2016 - Exeter

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.

There may be opportunities for Appraisers to join the BNSSSG support meetings from April 2015, more details to follow in the New Year.

Support meeting reminder:

GP Appraisers are contracted and paid to attend two support meetings per year and your annual Appraiser payment includes a nominal sum to recognise attendance. In the past we have taken a somewhat relaxed view about attendance but with the commencement of the new appraisal year we see this as more of an imperative. To remain an Appraiser it will now become a requirement to attend two support meetings per year; failure to do so, unless there are exceptional circumstances, could potentially jeopardise the future tenure of your contract.

Revalidation Management System (RMS)

<https://rms.wsybcsu.nhs.uk>



Since early this year we have been uploading information onto the new RMS – designed by and for GPs by a team in Bradford. We now have all GPs in Devon, Cornwall & Isles of Scilly on the system and have retrospectively uploaded almost all of last year's appraisal summaries, as well as prospectively uploading this year's.

A presentation was given at both recent Appraiser support meetings, and attached as an appendix is a brief summary of the presentation, in particular how to complete an output summary (which has now superseded the checklist). After an appraisal it is our intention that all Appraisers will now upload the locked down MAG and complete an output summary. You do not need to tell the Appraisal Team as they receive daily update reports from the system.

RMS also carries your individualised lists of Appraisees with contact details etc. You no longer need to tell the Appraisal Team when an appraisal is booked, just simply add the date yourself to your Appraisee list. Soon we hope to start using the system to generate feedback forms for Appraisees, and once all Appraisers are using it fluently we will roll it out to all doctors, so they can view their information and watch their own progress.

Revalidation Management System (RMS) update

The majority of our 129 GP Appraisers have been issued with log-in details and currently around 95% of them are using the Revalidation Management System (RMS) to add their appraisal summaries and book appraisal dates. There are improvements being added to the system nationally, and your Appraiser lists will be maintained on the system from now on.

Thank you to all the volunteers and those who agreed to move to the new system when in contact with the Administration Team. Being able to add you gradually has enabled Lesley and Vanessa to provide individual support.

You will shortly be able to view and agree your Appraiser lists for the 15/16 appraisal year via RMS, which will include any proposed 'Year 4' changes. The Administration Team are currently in the process of reallocating over 600 GP Appraisers for the coming appraisal year, and will be in touch with you once the draft lists have been finalised.

Friendly reminder....

Please check the doctor's Revalidation date (RD) which is recorded on the RMS. When an appraisal is the last before the RD please check that all of the evidence has been collated (notably Multi-Source / 360° Feedback & Patient Satisfaction Questionnaires) and point out to the Appraiser (and record on MAG) if anything is missing. Ideally, do this before the appraisal meeting so that you can rectify the omissions at that stage!

You may also bring an appraisal forward if the due date falls close to the month of Revalidation.

MSF & PSQ

MSF & PSQ are to be completed within the appraisal cycle. Our doctors now know that this is required for Revalidation purposes and so please encourage it to be completed around 'Year 3'.

Not having completed Multisource feedback from patients or colleagues, is **not** a good reason to defer a doctor for a recommendation to Revalidate. Those doctors leaving this late in the 5-year cycle have been placed under pressure to complete the MSF/PSQ within tight time constraints.



Please make sure that the MSF and/or PSQ is attached to the MAG or alternatively uploaded onto the RMS. To be valid, a patient survey needs to have had at least 30 respondents; colleague survey needs a minimum of 12, and the survey needs to have been independently administered. CFEP offers the easiest way to do it and the 'MSF012' code provides a discounted fee.

Complaints

We have noticed that in the Complaints section on MAG (section 11), the doctor often states 'no complaints' but in the appraisal summary the appraiser indicates that one or two complaints have been reviewed and discussed. Please ask the doctor to amend their section if incorrect. (Ongoing / unresolved Complaints from previous years need a passing mention, but not reiteration of full detail, - but emotional trauma of the delay MAY be pertinent!)

Please ensure that there is sufficient detail on the Complaints and SEA's to identify which one has been discussed, as there is often a check requested by our Responsible Officer to confirm whether it has been declared.

Appraisal / MAG pointers:



Additional roles:

Remember that the whole of the doctor's scope of work needs to be discussed in each appraisal. We expect the range of supporting information in the form of CPD and QIA to reflect all the doctor's roles over the 5 year revalidation cycle, although only the main roles may be covered every year. The GMC requires feedback from patients and colleagues at least once every 5 years, and doctors should ask colleagues from each of their different areas of work to contribute to this. In addition it is good practice for doctors in employed positions (e.g. GPsWIs) to ask for confirmation from their employer or manager annually to confirm that there are no concerns about performance, and we should encourage doctors to seek this.

MAG Sign-off:

Do not be worried about not agreeing with all statements - in particular Numbers 1 & 2 - if you disagree, simply explain why. This is not a "failed" appraisal, but may crystallise the Appraisee's thinking and may draw the attention of the Appraisal Team and / or prompt a discussion at the Revalidation Advisory Group (RAG) meeting.

Appraiser change:

When a GP changes Appraiser, their new appraiser cannot automatically access their old MAG. It is a good idea to ask your Appraisee for a copy of their old MAG in these circumstances (via section 5 of new MAG). If they have started a new MAG form because they have just revalidated, ask the Appraisee to attach a locked down version of the old MAG to section 5 – or do it for them if you have just done their pre-revalidation appraisal!

Note: MAG limit for upload on RMS is 10MB

although additional documents (e.g scanned MSF reports), can be uploaded separately to the RMS to accompany the MAG

Revalidation News

From 1st April 2014, 490 doctors have been revalidated with 8 deferred (3 due to ill health, 1 due to retire, and 4 due to lack of evidence). A doctor cannot assume they can be deferred, it is the decision of the Responsible Officer as to whether a request is reasonable. Lack of evidence is no longer considered reasonable, unless there are exceptional circumstances.

We have so far not utilised the 'failure to engage' process with the GMC, but a few doctors have come very close to this. We will be using this warning for any doctors who are not engaging fully with the process, and who fail to produce relevant evidence 6 to 12 months before their revalidation date.

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.

Number of appraisals per appraiser



The national appraisal policy has identified 5 appraisals as a minimum and 20 as a maximum, but it is likely that both of these numbers will increase when the policy is reviewed. 8 annual appraisals is likely to be the minimum number to take account of the training and support required, and to ensure that Appraisers can keep their skills up to date. Appraisers who have in excess of 20 Appraisees will have no new doctors added to their list until we have allocated a reasonable number to the new Appraisers. However with the pending 'Year 3' Appraiser/Appraiser changes to arrange for the 15/16 appraisal year, it is likely that you may continue to be asked to take on more if you have indicated that you would like to do so.

NON CLINICAL APPRAISERS

We now have a number of non-clinical appraisers – mostly doctors who have retired from clinical practice, but one who has never been a clinician and comes from a background of GP education. Once a doctor has come off the performers' list and relinquished their licence to practice from the GMC they do not need to revalidate, but as appraisers they still need to have an annual review to assure NHS England that they are performing satisfactorily as appraisers. We have modified the 'standard GP appraisal' to do this, rather than having a standard performance review. We are preparing guidance for the sort of supporting information to use for these, and are developing colleague feedback tools. Up until now appraisal leads have done these but we may well be moving to spread them wider, although the appraisal leads will still have some input in terms of quality assuring their appraisal summaries and any feedback – once we get this running! Currently there is no specific guidance regarding how long a 'non clinical' appraiser can continue after ceasing clinical work.

Mileage Claims

We reimburse travel expenses for mileage **over 50 miles per round trip** at £0.56 per mile (effective 1st July 2014).

For any expenses incurred between April and June 2014, the rate was £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.

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.

Child Protection training update

We have been advised that in relation to Child Protection training, GPs should be able to demonstrate competence at level 3 (and dental and ophthalmic practitioners should be able to demonstrate competence at level 2) in order to be admitted to the performers list. This is in line with 'Safeguarding children and young people: roles and competences for healthcare staff' (<http://www.england.nhs.uk/joint/>).

The RCGP's e-Portfolio and Clarity Informatics have recently joined to provide a unified Appraisal & Revalidation toolkit for GPs (<http://appraisals.clarity.co.uk>). 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 or RMS.

Any GP's experiencing Toolkit 'data migration' issues should contact the Clarity Helpdesk directly on: 0845 113 7111.

GP Appraisal Team contact details

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.alexander@doctors.org.uk or tel: 01752 776772 (work)

Dr Neil Davidson – email: neil.davidson3@nhs.net or tel: 07962 228778

Administration Team:

Generic email address: appraisals.devcorn@nhs.net

Devon/Plymouth/Torbay: Lesley Phillips – tel: 0113 824 8819

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

Any appraisal-related queries should, in the first instance, be brought to the attention of your Appraiser Lead. However, should you encounter a performance concern, the matter may be referred to Dr Liz Thomas, Deputy Medical Director and Performance Lead for the Area Team.

Liz can be contacted via email at: liz.thomas2@nhs.net

Christmas closures

This year we will be closing the Appraisal office on 24th and 29th to 31st December. There will be 'out of office messages' and a contact telephone number for any emergencies.



The Appraisals Team wish you all a
'Merry Christmas' and a
'Happy New Year'.
Enjoy the festive season!