

Welcome to the latest edition of Revalidation Matters for NHS England, South (South West)

New Appraisers

We would like to extend a warm welcome to our new Appraisers who have recently completed their training and will begin to undertake appraisals over the coming weeks.

The new Appraisers are:

Helena Ahling-Smith, Glen Allaway, Duncan Bardner, Deborah Bugg, Barbara Compitus, Tom Davies, Mark Fresch, Monica Gallagher, Chris Gilbert, Jana Gilfillan, Janine Glazier, Clair Grant, Derek Greatorex, Sarah Hannabuss, Fiona Hayes, Karen Heaney, Jo Howes, Paul Hynam, Jonathan Jacoby, Angus Jefferies, Dean Marshall, Shelagh McCormick, Joe Mays, Richard Mejnzer, Anita Pearson, Sheila Pietersen, Mark Russell, Katie Savage, James Tait, Tim Taylor, Simon Thacker, Jaime-Ann Tweedie and Laura Witham.

Each new Appraiser has been allocated a small appraisee list for this period, and will be included in the 'Year 3' Appraiser reallocation process for 17/18 to gradually increase their appraisee numbers during the next appraisal year.

Revalidation update

Please find below the 15/16 annual figures for Revalidation in the South West:

- Recommendation Made - 1083 (35.46%) of total number of doctors on list
- Recommended for Revalidation -1037 (95.75%)
- Recommended for Deferral - 44 (4.06%)
- Non-Engagement - 2 (0.19%)

A huge 'thank you' to you all for your efforts in achieving this - we have attained the highest percentage of successful Revalidation recommendations and the lowest number of deferrals across the South of England. Well done!

Combined RO statement on Simplifying Appraisal

All RO's in NHS England have agreed a statement to try and simplify GP appraisal including a reference to safeguarding and basic life skills. The statement link is at the very top of the appraisal website home page (whilst new) and also within the National Publications section which can be accessed via: <http://www.gpappraisals.uk/newsletters-and-publications.html>

Minimum number of sessions/breaks from GP work in the UK

We recognise that there will be circumstances where a doctor needs to reduce their number of clinical sessions for a period of time during an appraisal year and we have asked appraisers to flag this in the summary and confirm how the doctor remains up to date and fit to practice. It is helpful to know if doctors have considered additional sessions for the following year, or if it is a planned reduction prior to retirement.

There are others who regularly work abroad or who carry out other clinical work who continue to do minimum sessions in the UK as a GP, for more than one year. Pending further discussion at national level and a review, we have asked the appraisers to identify the number of sessions worked and in what capacity if they fall below 40 per year as a GP in the UK.

If you will be taking time out of GP work due to ill health, maternity leave or for a sabbatical please inform the appraisal team. Please also contact us if you are planning on working abroad or reducing your sessions significantly for a year or more. Thank you.

Capita update

The appraisal team are working with neighbouring teams and HEE to try and identify all newly qualified doctors and those who wish to transfer into our area to ensure that they are on our system, linked to our RO, and are identified to have an appraisal. We can only apologise for the difficulties which you are experiencing and will do what we can to help.

Performance update

Many GPs are unaware of the governance role of NHS England for independent practitioners. This is mainly conducted by the South West Performance Advisory Group which follows the NHS England framework (copy on website) which requires that all concerns need to be discussed at PAG. Concerns are raised primarily from the NHS England complaints process, GMC referrals, colleague concerns, and other sources.

All GPs who have been referred to PAG will be invited to provide a submission to support their case. In the more serious cases we make direct contact with the GPs for a meeting.

The emphasis is on understanding why the concerns arose and if there is any support or learning that is required. Less than 10% of concerns result in any formal sanction and even less in a GMC referral. The appraisers have a vital role to help a GP who has been through the PAG process. 85% of PAG discussions are concluded with a discussion at appraisal.

We are now asking the appraisee to present the original complaint, the response and any reflection for discussion. The discussion should include any impact of the process on the GP and to check they have demonstrated appropriate reflection and learning.

We believe this is the best way to address any deficiency of performance and also provide support to a practitioner.

It is also worth bearing in mind that there are also occasions when PAG address a concern and then vindicate the GP of any issue.

If you have any concerns that you think might need addressing then the team are happy to be contacted — our details are listed on the final page of this newsletter.

Dr Liz Thomas

RCGP Revalidation Mythbusters document

Please find below the appraisals website link (under the National Publications header) signposting the RCGP Revalidation Mythbusters document which was published in October 2016.

<http://www.gpappraisals.uk/newsletters-and-publications.html>

The answers are in the Mythbusters document, but please contact the team if you need an answer sheet. Kindly note that some of the answers will change and some are not relevant to non NHSE southwest doctors.

Clarity Appraisal Toolkit update

Clarity have recently updated the Toolkit with the following functions:

Early access organisation setting

GP's who use Clarity have the facility to give their appraiser early access for an unlimited period (or for a time specific period) before submitting their final evidence, to allow the appraiser to have early access and to provide suggestions or support to improve evidence for the doctors appraisal. *Any Appraisee wishing to make use of this facility should contact the Clarity Helpdesk.*

Appraisal overview at all roles

A summary of the appraisal is now available to all roles. This lists the number of events and credits recorded but will not allow access to the details of the appraisal unless early access has been granted.

Undergraduate education role – both option

The undergraduate role in an educational appraisal can now be selected as both an SSC Supervisor and Regular teacher in the Clinical Teacher in LEP section.

Should you require any assistance, please contact the Clarity helpdesk directly on: 0845 113 7333 or via email at: doctors-appraisals-enquiries@clarity.co.uk

Please also remember that it is the Appraisee's responsibility to allocate their appraisal dates and to contact the Clarity Helpdesk to change their Appraiser

GP Tools e-portfolio

Kindly note that the **full summary** should be uploaded onto RMS as the current GP Tools 'appraisal summary' document alone does not provide a comprehensive overview of all evidence required/ reviewed (e.g. previous appraisal, MSF, CPD). The summary looks quite similar in format to a MAG form once opened and a copy has been saved on our website.

The full summary can be downloaded as follows:

For the appraisee: in your Main Appraisal Form section, there is a link next to the total time spent called 'download MAG / CPD form'

For the appraiser: In the appraisee documentation: under the 'click to view' column, the fourth row has a link called 'MAG form'

The GP Tools Helpdesk can be reached via email at: support@gptools.freshdesk.com

FourteenFish appraisals toolkit

If an appraisee has chosen to use FourteenFish, the appraiser will receive an email from the system once the appraisee has added their details to the toolkit.

The appraiser's account will then be automatically "linked" to the appraisee. Once the appraisee has completed their appraisal preparation and submitted it, the appraiser will then be sent a further email notification, at which point they will be able to see the full details of the appraisal via their account. The appraisee can also give their appraiser "early access" to their appraisal preparation if they wish, meaning that the appraiser can see everything before it is formally submitted.

The FourteenFish appraisal toolkit follows a similar structure to the MAG form. There is more detailed information available at www.fourteenfish.com/helpforappraisers. You may also contact FourteenFish directly if you have any questions at all via: hello@fourteenfish.com or by phone on: 01794 231414.

Schemes for doctors thinking of taking time away from practice or leading up to retirement

If you do not undertake any GP sessions in England in during a 24 month period, you will be required to undertake the **GP Induction and Refresher scheme** on your return – however, you may be eligible for the (quicker and simpler) portfolio route of return – more info here: <https://gprecruitment.hee.nhs.uk/Induction-Refresher/Portfolio>. This would have to be discussed in advance with HEE, in order for you to collate a portfolio of evidence during your time working.

Retained Doctor Scheme 2016 revised arrangements

This scheme aims to financially incentivise doctors thinking of leaving practice or those unable to work more than 4 sessions per week to stay on as a retained doctor. Retained doctors work between 1 and 4 sessions per week in clinical general practice. The financial package increases the practice payment for each session worked from £59.18 to £76.92 and introduces an annual payment to the GP (via the practice payroll) of between £1,000 and £4,000 depending on the number of weekly session worked. This increased funding is available until 30 June 2019. Payments for retained doctors joining the scheme after 31/3/17 and for current retained doctors when this scheme ends on 30/6/19 will be whatever is stated in the NHS England SFEs (statement of financial entitlement) at that time.

Tracy Ellis is the national NHS England lead for this scheme, please contact her if you have any questions or require clarification via email at: england.primarycareworkforce@nhs.net
The guidance, documentation and FAQs with HEE contacts can be found on the HEE website here: <https://heeoee.hee.nhs.uk/retainer>

The New MAG—Version 4.2 (2016)

For a copy and guidance on changes of the new MAG form please use our website link: <http://www.gpappraisals.uk/mag-form.html>

Please can we also remind 'MAC' users who use the function 'pages' for word processing, not to upload documents as 'pages' onto their MAG forms. These cannot be read by anyone who doesn't have a MAC, and so are illegible for the appraiser. Attachments to the MAG form should ideally be in 'PDF' format or 'Word' documents.

Appraiser feedback and performance reports

We recently sent out the first Appraiser feedback and performance reports which cover data and comments from appraisals completed between April to October 2016.

The collated responses from RMS are anonymised and will not be shared with anyone other than the appraisers and the appraisal administration team. Please let the admin team know if you have concerns as we are unable to identify a respondent from the individual feedback comments.

Currently only 30% of Appraisees have completed their post appraisal feedback.

We would encourage you to take a few minutes to complete the feedback request (which is emailed automatically to you from the RMS once the appraisal has been marked as 'complete'). Kindly note that this email might arrive in your 'junk mail' - please move it to your 'inbox' to action as this will form an integral part of your Appraiser's annual appraisal.

Medical Professionalism Matters

(as suggested by the GMC)

Read the document to find out what doctors and the medical profession think, via this link:

<https://www.gooddoctors.org.uk/medical-professionalism-matters-report>

Appraiser changes

As we head into 2017, we will bid a fond farewell to several of our Appraisers.

Please could we say a big 'Thank you' to Ian Bishop, Peter Foreman, John Heather, James Hill, Linda McHugh, Jonathan Rae, Colan Robinson, Shubha Sangal and Linda Simpson for their support and guidance over the years. You will be missed but we all send our very best wishes for your future.

And Finally.....

- Please let the admin team know if your home or email address needs to be updated on the RMS.
- If you would like to be trained as an Appraiser please contact the admin team to record an 'Expression of Interest', as we will be running annual recruitment campaigns

Christmas cover

Kindly note that the office will be running on skeleton staff over the festive period (from 23rd December to 3rd January).

May we take this opportunity to wish you and your families a very Merry Christmas and a Happy New Year.



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 or tel: 0113 824 7466

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.gpappraisalsw@nhs.net

Maria Campus - tel: 0113 824 7466

Lesley Phillips — tel: 0113 824 8819

South:

Generic email address: England.gpappraisalsw@nhs.net

Lesley Phillips – tel: 0113 824 8819

Sarah Appleby - tel: 0113 825 3145

Vanessa White - tel: 0113 824 8806

For any performance concerns, please contact

Dr Liz Thomas (Deputy Medical Director) liz.thomas2@nhs.net

Tracey Cabbage – Head of Professional Performance tracey.cabbage@nhs.net

Emily Eason—Programme Manager for Performance emily.eason@nhs.net