

# Appraisal & Revalidation February 19 Newsletter



In this edition we will cover:

- 📌 Appraisee reallocations for 19/20
- 📌 Advanced Appraiser Skills training
- 📌 Changes to the Appraiser payments

## Appraisee reallocations for 19/20

The Appraisals Admin Team have now finalised the Appraisee reallocations for the 19/20 appraisal year.

Kindly note that the RMS Appraiser allocation notifications for the coming appraisal year will be sent to the Appraisees 120 days before their proposed appraisal due month. At present, all Appraisees having an appraisal up to and including July 19 have been informed of their Appraiser.

## Advanced Appraiser Skills training

Due to popular demand, we are going to run the Appraiser Development training sessions again this year. We are planning to hold an overview session for all Appraisers within the Summer Support meetings, followed by a small group interactive session during the afternoon (which will run from approximately 1.00 to 4.00p.m.).

Kindly note that the spaces for this training will be limited to a maximum of 12 Appraisers on each of the three dates below:

- 18<sup>th</sup> June 19 – Cadbury House, Congresbury
- 26<sup>th</sup> June 19 – Cleve Hotel, Wellington
- 4<sup>th</sup> July 19 – Lanhydrock Hotel, Bodmin

If you would like to express an interest in attending, please email the Admin Team with your date preference on: [england.gpappraisalsw@nhs.net](mailto:england.gpappraisalsw@nhs.net) as soon as possible.

## Changes to the Appraiser payments

With effect from 1<sup>st</sup> April 19, the Appraiser payments will be made to you directly via RMS, and you will be paid monthly for each appraisal as it is marked as 'completed'.

Over the next few weeks, the Admin Team will be in touch to ask you to confirm your payment details for the 19/20 appraisal year. This information will then be collated and added to the RMS system by the Admin Team.

## GP Appraisals Website update

You may notice that our website ([www.gpappraisals.uk](http://www.gpappraisals.uk)) has recently been updated. If not, please take a look and familiarise yourself with the new layout.

There are two new documents uploaded on the website for:

'Low Volume of Work' – within the 'FAQ' Section

*Note: this relates to 40 or less GP sessions (of 3-4 hours per session) worked over the course of the year, which includes patient contact, either face to face or over the telephone. The form should be completed by the doctor and discussed during the appraisal.*

and 'Doctors doing other roles' (who can't get feedback) – see the SRT in the 'Requirements' Section

Please also use the latest version of the MAG form (V2):

<http://www.gpappraisals.uk/mag-form.html>

## Appraiser Buddies

Towards the end of last year, we recruited a number of new Appraisers across the patch. Our Appraiser 'Buddy' system works to support the new Appraisers as they start their roles, and although unpaid provides great encouragement and is very rewarding.

If you would like to volunteer to be a 'Buddy' to an Appraiser in your area, please contact the Admin Team on: [england.gpappraisalsw@nhs.net](mailto:england.gpappraisalsw@nhs.net)

## Feedback

Once you have signed off an appraisal please remind your Appraisee to complete the feedback form, which is automatically sent to them via RMS after the appraisal has been marked as 'completed'. Having the feedback responses collated on one system ensures that the comments that we receive are anonymised and provide incredibly useful learning to the Appraisers and the Appraisal Team.

If you have any particular issues that you wish to raise following an appraisal, please contact the Appraisal Team directly, as the feedback is anonymous.

## Information Governance

As part of the Information Governance process, could you please remember to delete any emails to your Appraisees from your 'Sent' or 'Deleted' folders, particularly those with summary documents attached (once the appraisal has been agreed and signed off).

Thank you.

## Medical indemnity for NHS GPs

From 1st April 2019, NHS Resolution will be operating a new state-backed indemnity scheme for general practice in England called the Clinical Negligence Scheme for General Practice (CNSGP). Please access further information via this link:

[https://resolution.nhs.uk/services/claims-management/clinical-claims/clinical-negligence-scheme-for-general-practice/?utm\\_medium=email&utm\\_campaign=Resolution%20Matters%20-%20January%202019&utm\\_content=Resolution%20Matters%20-%20January%202019+CID\\_389c2a57a6bf7831e576b1255cd8fd58&utm\\_source=Email%20marketing%20software&utm\\_term=read%20more](https://resolution.nhs.uk/services/claims-management/clinical-claims/clinical-negligence-scheme-for-general-practice/?utm_medium=email&utm_campaign=Resolution%20Matters%20-%20January%202019&utm_content=Resolution%20Matters%20-%20January%202019+CID_389c2a57a6bf7831e576b1255cd8fd58&utm_source=Email%20marketing%20software&utm_term=read%20more)

## Revalidation update

Kindly remember to check the Revalidation date of your Appraisees, and also consider the following points:

- If an appraisee's revalidation is due this year, and the date is close to their appraisal month then consider contacting them to bring their appraisal forward, ideally so that it is at least 2 months before their revalidation. Also - please note that the pre-revalidation appraisal must be no more than 365 days before revalidation. Check to see if they have done their MSF and PSQ in this revalidation cycle - and if they haven't, prompt them as early in the year as you can to ensure they get it done before their appraisal.
- The GMC have stated that MSF and PSQ now needs to be discussed *at an appraisal* (and not outside as previously accepted). Kindly ensure that all MSF and PSQ reports and reflections are included within the appraisal summary, or uploaded separately onto the RMS alongside the summary.
- Please write 'appears Revalidation Ready' in the appraisal output summary 'Notes' box next to the MAG 5 statement. This is a great help to the Team when doing the pre-revalidation checks.

## Mandatory training – CQC update

We have recently been asked by several GPs about the current mandatory training requirements. Please find below a link to the latest CQC Guidance, for your information:

<https://www.cqc.org.uk/guidance-providers/gps/nigels-surgery-70-mandatory-training-considerations-general-practice>

## Staying safe – resource update

Dr Andrew Tresidder, our lead for GP Health, has asked if we could share this link: [www.stayingsafe.net](http://www.stayingsafe.net)

Andrew has been working with his colleagues on developing this useful tool, which provides a supportive resource for those doctors who may be experiencing suicidal thoughts.

## Booking meeting rooms at South Plaza in Bristol

[Calling all Appraisers who book meeting rooms at the South Plaza Office in Bristol](#)

Please note that due to the signing in procedure at the main reception desk, you may not be allowed access unless you can be escorted up to the meeting rooms by one of the Medical Directorate Team. Although we notify our South Plaza colleagues when we make the room booking, it may be helpful for you to note that Gemma Beasor has kindly offered to 'meet and greet' our Appraisers (or to nominate a team member), and she can be reached on: 0113 825 3340 upon your arrival.

## New Appraiser consultancy agreement

We have been advised that the new Appraiser consultancy agreements will be available for distribution in mid-March. The main changes, effective from 1<sup>st</sup> April 19, are:

- Changes to the relevant year
- Simplified clauses re: pensions
- An amended section on data protection in keeping with GDPR
- An updated section on indemnity in keeping with the latest guidance

## Clarity Toolkit - update

Please find below a statement released by the Clarity Customer Services Team, for your information:

“To fall in line with current recommendations by NHS England regarding the mapping of GMP domains to appraisal evidence, we will be removing the GMP domains tab from all evidence types on 27/02/2019. NHS England requires that all appraisals providers produce documentation which matches MAG4 and encourages modelling of appraisal products to replicate MAG4 as closely as possible in both layout and function.

NHS England "encourages providers to avoid embellishment of their appraisal vehicles with unnecessary processes. Examples of these include mapping of items of supporting information to domains and attributes of Good Medical Practice (this was shown in piloting to be unnecessary)".

Removing this unnecessary process will streamline the appraisal form, improving the experience of appraisees”.

## Safeguarding Training update

We have been advised that for e-learning (Level 2) you should please use these links:

<https://portal.e-lfh.org.uk/> or  
[http://www.skillsforhealth.org.uk/?gclid=EAlalQobChMIo8r2zZHI4AIVxbztCh2XIATWEAAAYASAAEgZrFD\\_BwE](http://www.skillsforhealth.org.uk/?gclid=EAlalQobChMIo8r2zZHI4AIVxbztCh2XIATWEAAAYASAAEgZrFD_BwE)

Kindly note that Locums may have to pay a small license fee to access but it should be seen as a core part of their annual CPD.

Level 3 safeguarding training is accessible via Local Safeguarding Boards - please make direct contact with them (easiest way is just to Google the local area safeguarding board and they usually have a learning and training page). All safeguarding training content should be matched to the nationally agreed training competency frameworks. Level 1 e-learning tends to be around 30 mins, Level 2 is usually 1-2 hours e-learning and Level 3 tends to be a full day multi-agency, face to face and it is separate for adults and children, but not required annually.

## Medical Appraisal Team Contact Details

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### Website Link:

Useful appraisal and revalidation information can be found on <http://www.gpappraisals.uk/>

## For any performance concerns, please contact:

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