

Appraisal & Revalidation December 19 Newsletter



In this edition we will cover:

- ✚ Revised NHS England restructure and contact information for the Appraisal Team
- ✚ MSF and PSQ: update on appraisal requirements
- ✚ New Appraiser welcome and 2020 recruitment plans
- ✚ PCSE online portal news
- ✚ 20/21 Appraiser/Appraisee matching process update

Revised NHS England restructure

NHS England is currently completing a process to identify seven regions. Our area is now 'NHS England South West', and your Responsible Officer is Dr Caroline Gamlin (who will now cover Devon, Cornwall & the Isles of Scilly, Bristol, Somerset and South Gloucester – and the Bath, Gloucester, Swindon and Wiltshire and Dorset areas too).

The current Appraisal Admin Team will remain your first point of contact regarding your appraisal and revalidation. We will be having one Clinical Appraisal Lead for the whole area and will be looking to add some Deputy Appraiser Lead posts which will be advertised shortly.

Kindly note that we will also be managing the Higher-Level Responsible Officer (HLRO) appraisal and revalidation process for all the Responsible Officers in the South West.

Updated contact information for the team

Please note our new mobile telephone numbers below
– the previous '0113' prefixed landline numbers are no longer in use:

Medical Appraisal Team Contact Details

For any performance concerns, please contact:

Deputy Medical Director

Dr Liz Thomas

liz.thomas2@nhs.net

Programme Manager for Performance

Emily Eason

emily.eason@nhs.net

For any appraisal queries, please contact:

Appraisal Lead

Lowri Kew

l.kew@nhs.net

07769 189290

Deputy Appraisal Lead

Anisio Veloso

anisio.veloso@nhs.net

07729 122090

The Appraisal Administration Team contact email address is - england.gpappraisalsw@nhs.net

Tamsin Wall – 07702 403674 Lesley Phillips – 07730 375462 Vanessa White – 07730 379680

Website Link:

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

New Appraiser recruitment

We recently interviewed for new GP Appraisers, and a joint training session was held together with the BGSW appraisals team in Bristol on 24th and 25th September. Between us we have recruited nineteen new Appraisers across the South West (twelve for our area and seven for BGSW).

The new Appraisers will be appraising from November through to February initially, with their Appraisee lists being extended from the new appraisal year on April 1st. I'm sure that you will join us in extending a warm welcome to the new members of the appraisal team:

David Barratt	Victoria Bowler	Janette Cribb	Stephanie Dyer
Rebekah Gibbons	Noor Hamad	Jonathan Lock	Peter Merrin
Daniel van de Klee	Huma Vohra	Helen Warwick	

We will also be running another new GP Appraiser recruitment campaign in February 2020 – further details will follow in the New Year. If you are interested in becoming an Appraiser and can cover the following areas: Bristol, all of Somerset (in particular Minehead, Weston Super Mare, Watchet and Shepton Mallet), Plymouth and North Cornwall; please look out for the advertisement and application form over the coming weeks.

MSF and PSQ: update on appraisal requirements

Kindly note that all MSF and PSQ must be independently collated. We have asked your Appraiser to record on the appraisal output summary whether the feedback is from CFEP, Clarity, FourteenFish or Edgumbe. If not, your Appraiser will check with you, record that it has been independently administered, and inform the Appraisal Admin Team.

All MSF and PSQ must have been completed within 5 years of the previous revalidation date – particularly relevant for those doctors who were last revalidated during 2014/15. All doctors are required to do a minimum of one formal MSF and PSQ in a revalidation cycle, and on occasions the Responsible Officer may request that an MSF or PSQ be repeated or is carried out earlier in the cycle. National guidance has recently confirmed that all MSF and PSQ reports and reflections should be included in and discussed during an appraisal (and not outside the appraisal as previously accepted). If the MSF and/or PSQ will not be available on time, it will usually be requested that a doctor's revalidation be deferred until the next appraisal is completed.

Polite request: If the MSF/PSQ reports and reflections are embedded within your current appraisal summary, please ensure that they are easily accessible to view. If they are not included in the appraisal document, your Appraiser will need to upload them directly onto RMS to accompany the post appraisal summary. This is a great help to the Admin Team when undertaking the revalidation checks, especially with the high number of monthly recommendations at the moment.

Home appraisals - update

Appraisals should usually take place in a professional place of work. However, if both parties agree and the doctor's home is preferred then this can be approved. We need to remind you of the need to remain professional, to conduct the appraisal in a space where neither of you will be interrupted or overheard, and to ensure that you both feel comfortable having an appraisal in a home environment can be met. Appraisals in an Appraiser's home should only occur in exceptional circumstance, at the doctor's request (with the Appraiser's agreement) and with approval for this being sought prior to the appraisal from the Appraisal Team. Your Appraiser should have public liability insurance in place to cover both themselves and their Appraisee if this is to occur and the need for a suitable space remains the same.

GP Retention Toolkit

NHS England are continuously working on practical resources to support GPs, so that they can develop fulfilling careers whilst balancing the increasing demands of general practice.

Please find below the link to the NHSE 'Making general practice a better place to work' webpage, which includes the updated GP Retention Toolkit, for your information:

<https://www.england.nhs.uk/gp/gpfv/workforce/retaining-the-current-medical-workforce/making-general-practice-a-better-place-to-work/>

Alternative appraisal venues

The admin team have access to alternative venues for appraisals if you are looking for a room, including:

Peninsula House, Saltash

Postgraduate Centre, Royal Cornwall Hospital, Truro

South West House, Taunton

Wells Health Park (Wells/Mendip)

Sedgemoor Centre, St Austell

County Hall, Exeter

Wynford House, Lufton, Yeovil

South Plaza, Bristol

If you would like to book a meeting place for an appraisal, please get in touch via:

england.gpappraisalsw@nhs.net

NHS England appraisal feedback report 2018-19

We are very pleased to share a link to a report on feedback from GPs connected to NHS England about their experience of appraisal in NHS England 2018-19, into which we contributed:

<https://www.england.nhs.uk/medical-revalidation/appraisers/medical-appraisal-gp-feedback/>

We would encourage you to complete the short feedback survey sent to you via email following completion of your appraisal which is anonymised automatically. If you have a particularly good or a negative experience, please feel free to contact the Appraisal Team or Lead as we find this feedback very valuable.

Responsible Officer and Appraisal Network (ROAN) Information sheets updated index

Our GP Appraisals website has been updated with the latest 'ROAN' guidance and includes clarification regarding appraiser indemnity, appraisal information disclosure to third parties, QIA and HQIP and more recently the MSF/PSQ advisory notice.

Visit the 'Library' section on the main drop-down menu, and then select the 'National Publications' tab. Please access this link for further details: <http://www.gpappraisals.uk/national-publications.html>

A friendly reminder – low volume of work

If you have worked less than 40 clinical sessions in NHS General practice during the last 12 months, please complete and submit a 'Low Volume Form' with your pre-appraisal evidence. This can be discussed during the appraisal and uploaded onto RMS alongside the post appraisal summary. More details and the full RCGP guidance can be found on the 'FAQ' section of our website at:

<http://www.gpappraisals.uk/faq.html>.



SRT for doctors
undertaking a low v

Primary Care Support England (PCSE) updates for your information:

PCSE manage the Medical Performers Lists Admissions and Changes process for NHS England, along with the provision of payment and pension services for our doctors.

Kindly note that PCSE have introduced a simple online process for submitting and tracking performer list applications and change requests via PCSE Online, starting in December 2019 with GPs working in Practices. You should be contacted directly by PCSE regarding your online registration and access to your personal account.

The current PCSE format for GP payments and pensions administration will also be moving to PCSE Online from May 2020. To find out more about these changes, please visit the 'What's changing' section on the PCSE website: www.pcse.england.nhs.uk

Kernow LMC – local General Practice support and Pastoral Care update

Please find attached two updates from Kernow LMC in relation to their General Practice Support and Pastoral Care services, for your information:



Kernow LMC
'Supporting Genera



Kernow LMC
Pastoral Care Leaflet

Appraisals for the 20/21 appraisal year

Just a quick note to let you know that the Admin Team are currently completing the Appraiser/Appraisee matches for the 20/21 appraisal year, which runs from 1st April 2020 to 31st March 2021.

Once the provisional lists have been allocated, they will be checked by the Appraisers and the notifications will be sent out to the Appraisees via RMS – usually 90 days before the proposed appraisal due month. If you have any other questions regarding your appraisal or revalidation before then, please do not hesitate to get in touch via: england.gpappraisalsw@nhs.net.

If you are a doctor with specialist GP skills, please mention it in your 'scope of practice' and let your Appraiser know how you keep updated.

If you are aware of any planned breaks during the coming appraisal year (e.g. maternity leave or a sabbatical), please could you let the Admin Team know as soon as possible. We have a number of options open to you and we would be happy to help with the arrangements.

And finally.....

The Appraisals Team would like to thank you all for your continued support and hard work over the past year – it is very much appreciated.

