

# Appraisal & Revalidation Newsletter No.2 February 21



## In this edition we will cover:

- ✚ For Appraisers – includes appraiser changes, 21/22 appraisee lists, allocation notifications and recruitment
- ✚ For all doctors – details on outstanding 20/21 appraisals, your 21/22 appraisal, the revised 'Year 4' rollover allocation with your current appraiser updates, and mandatory training advisory note
- ✚ Revalidation – GMC dates rollover and MSF/PSQ guidance
- ✚ Change in Responsible Officer
- ✚ Indemnity cover – action may be required
- ✚ PCSE online portal request, Practitioner Health information, NHS frontline staff mass vaccination update and appraisal team contact details

## Message from the team

As we start this year, we are aware of how the current situation may be affecting doctors personal and professional lives. We are here to provide a supportive and flexible approach as you navigate the coming months - the appraisal team are on hand to answer everyday queries, and our appraisers will be available for any other questions or concerns that you may have. Please do not hesitate to get in touch if there is anything at all that we can help you with.

## For our Appraisers

### **Appraiser changes from 1<sup>st</sup> April**

We have a number of appraisers across the South West who will be stepping down from their appraiser roles from 1<sup>st</sup> April. We would like to take this opportunity to thank all of you for your individual contribution and support to GPs in our region over the years – we have valued your experience, encouragement and guidance – it has been very much appreciated and you will be missed. We wish you all well as you continue with your various roles or retirement plans.

### **21/22 appraisee lists**

Kindly note that both teams have now finalised their appraisee allocations for the coming appraisal year. Please can you check your list and confirm that you are happy with the doctors that you have been matched with.

### **Appraiser allocation notifications for the doctors**

In line with our supportive approach to appraisals, we have asked our appraisers to continue to make direct contact with their appraisees by way of an introductory email, at least 2 months prior to the proposed appraisal month. The automatic email template notifications usually sent from RMS to the appraisees have been put on hold for a while longer, as we feel that the personal contact in these circumstances is much more appropriate for our doctors.

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### **'Revalidation Ready' appraisals**

Could **all appraisers** please add a comment to the RMS output summary to highlight that they consider the appraisee to be "Revalidation ready"/ "Appears RR"/ "Appears on track for Revalidation". Once completed, please advise your senior appraiser that this appraisal is available for checking.

For the **senior appraisers**, please could you add a note on to the RMS 'Notes and Comments' tab to confirm that you have reviewed the appraisal sign off and agree with the appraiser's pre-revalidation remarks.

### **Online Appraiser update sessions in February and March**

We will be holding two further hour-long 'drop in' sessions on Wednesday 10<sup>th</sup> February from 12.00 - 1.00p.m. and then on Monday 8<sup>th</sup> March from 7.00 - 8.00p.m. Please join us if you can – these are informal meetings where we provide brief updates and open the chatroom to attendees for any questions they may have on appraisal and revalidation.

We have already sent the TEAMS invite and meeting link out to our Appraisers (if you haven't received it, please let the admin teams know and we'll be able to resend), and as with the previous January sessions we will send out a summary of notes taken during the meeting for your information afterwards.

### **Recruitment update**

Given the decrease in appraiser numbers across both teams from April, we will be running our recruitment campaign for new appraisers slightly earlier this year. The advert will be sent out in March, with interviews taking place in May, and with the training being held online consecutively on the 9<sup>th</sup> and 10<sup>th</sup> of June.

We are already holding a list of provisional appraisee allocations for the new appraisers and anticipate them starting to appraise in September. If you know any doctor who you think would make a great appraiser, please let them know as we will be inviting expressions of interest over the coming weeks.

## **For all doctors**

### **20/21 appraisals – ending 31<sup>st</sup> March 21**

We currently have yet to secure booked appraisal dates for around 60 doctors in the South West for the remainder of this appraisal year. We have adopted a flexible approach to planned appraisal months, and the offer to take up a 'missed with approval/Covid' appraisal still stands.

We have contacted each of the doctors concerned (and their appraisers) to request either a booked date, or confirmation of their decision to decline their 20/21 appraisal by the middle of February.

Please remember that the current appraisal format is 'input light,' and the majority of our doctors are finding their appraisal to be a valuable, safe space for reflection and support during this uncertain time.

### **20/21: April to September missed appraisals - update**

For appraisals marked as 'missed with approval/Covid' between April to September 20 (or from October 20 to March 21), there is no detriment to your future appraisals or revalidation recommendations. There is also no need to 'double up' on CPD credits for 21/22 that were not recorded formally in an appraisal this/last year. Your proposed appraisal month will have been automatically rolled forward by 12 months, and you will be contacted by your appraiser around 2 months before your next appraisal is due, to book a convenient date and time.

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## **21/22 appraisals - update**

Appraisals for Responsible Officers (ROs) and GPs are going ahead in the South West as planned until the end of March, and then from 1<sup>st</sup> April going forwards. The recent decision by an RO in the South East of the UK to postpone the remainder of their 20/21 appraisals was specifically and solely relevant to their immediate locality.

The expectation is that we return to normal appraisal numbers from April 1<sup>st</sup> – e.g. doctors will have an annual appraisal unless they are on health/parental/sabbatical leave.

### **Will the ‘Missed with approval/Covid’ option be available after 1<sup>st</sup> April?**

If Covid ‘wave 4’ rears its head this may change, but the expectation for now is that our appraisers and appraisees set a date from April 1<sup>st</sup>. If that needs reviewing closer to the time as to how we proceed then we will let appraisers and doctors know that they can opt out if that becomes relevant again, Covid-wise.

***Appraisals booked for the next appraisal year starting in April will continue to be held online until we are advised that it is safe to do face to face appraisals.***

**A slight change to appraiser allocations for this year – kindly note that in view of the current environment, we have decided to allow an automatic ‘Year 4’ rollover appraisal with your current appraiser where possible. We agreed regionally that it is important to retain existing relationships and to continue the personal and supportive element of appraisal, particularly when reflecting over the preceding 12 months. Our appraisers are aware of this revised ‘one-off’ arrangement, and we are aiming to keep present allocations in place wherever we can.**

**The ‘input light’ appraisal format will continue until the end of September.** The format of appraisal going forward from October 1<sup>st</sup> is, as yet, uncertain but is likely to be revised. We are awaiting an update from the national team and will keep you posted on developments as we receive them.

**Appraisal templates, guidance and FAQs** – please find more information and documents on:

- our GP Appraisal website at: <https://www.gpappraisals.uk/>

- and the Academy of Medical Royal Colleges website via: <https://www.aomrc.org.uk/revalidation-cpd/appraisal-revalidation-during-covid-19/>

**The current ‘input light’ template needs to be included within your existing toolkit template (e.g. MAG) or attached separately for upload by your appraiser.** The Clarity and FourteenFish toolkits are now incorporating the revised template into their pre-appraisal evidence model for ease of completion by the appraisee. While the MAG continues to be acceptable for use in appraisals it will not be updated in the future, so the electronic toolkits which are updated on an ongoing basis are becoming increasingly more straight forward to use than the MAG as they will guide you through what needs to be submitted.

Please note that we still need the discussion summary and five statements to be agreed and signed off by yourself and your appraiser, to accompany the template where appropriate.

Remember that we need the MAG Form and Clarity/FourteenFish summaries to be agreed, signed off, completed and/or locked down before your appraiser can upload them onto RMS - this needs to be done within 28 days of the appraisal, so please ensure you communicate with your appraiser so that this can be completed in a timely manner. Please also make sure that your discussion/summary does not include any patient identifiable information.

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Please advise us of planned sabbatical breaks, parental leave etc. for coming year so that we can discuss available options with you beforehand.

You may bring your appraisal forward by up to 3 months in any one appraisal year (depending on your appraiser's availability), although 9 months must have elapsed between your previous and next appraisal dates.

**Mandatory training updates:**

In general, we do not have a core suite of mandatory training that needs to be undertaken in order for your appraisal to be marked as 'completed'. However, in your role as a GP we would expect you to regularly keep up to date with competencies such as Information Governance and Equality and Diversity (and more so as an appraiser where your contract makes it clear that you need to maintain competency in both).

Please find below some guidance on BLS and Safeguarding that you may find useful:

- Basic Life Support (BLS) - the Resuscitation Council says GPs should do annual hands on training - clearly this hasn't been possible during Covid though some are now running.

- Level 3 (child) safeguarding - the relevant guidance here is the intercollegiate guidance for child safeguarding which states: "GPs should be able to demonstrate refresher education, training and learning equivalent to a minimum of 12 hours over each three-year period".

- Level 3 (adult) safeguarding - again the relevant guidance is the intercollegiate guidance for adult safeguarding which states: "over a three-year period, professionals at level 3 should receive refresher training equivalent to a minimum of eight hours".

The intercollegiate guidance both specify some of the training should be multidisciplinary case based – although opportunities for this during Covid have been minimal. So, from the safeguarding perspective they don't specify that you have to do online learning, though most GPs find this a simple way to fulfil some of the hours.

At present we don't expect appraisers to 'police' this but simply ensure it is discussed with their appraisee, and that the doctor knows the requirements (or to make a plan with the GP if they are an outlier (e.g. never done level 3 adult safeguarding).

For more information see: <https://www.gpappraisals.uk/safeguarding-children.html>

## Revalidation

GMC placed doctors on notice for all revalidation dates due between 17<sup>th</sup> March 2020 and 16<sup>th</sup> March 2021 and delayed their revalidation dates by 12 months.

For those due from 17<sup>th</sup> March 2021 until 31<sup>st</sup> July 2021 the GMC have implemented a further extension of 4 months.

(Note: We will continue to submit revalidation recommendations once approved by the Responsible Officer at any time during the notice period for those doctors who are already revalidation ready).

Currently the GMC have no plans to amend any further dates.

## MSF/PSQ

**MSF/PSQ\*** – still a requirement but nationally aware that difficulties with current changes to general practice may impact/delay on the results and reflections being completed on time. We can allow an extended period for collation of responses and report reflections – please let us know as we may need to consider submitting a revalidation deferral. The deferral requests are considered at our monthly Revalidation Advisory Group meetings and are at the discretion of the Responsible Officer. CFEP, Clarity and FourteenFish all have options for remote consulting feedback.

\*(at present the traditional format is acceptable although we are awaiting further developments following recent GMC revision)

## Change in Responsible Officer (RO)

Advance notice has been given as Dr Caroline Gamlin will be retiring from 31<sup>st</sup> March, and that a replacement RO for the South West region will be confirmed in due course.

## Indemnity cover – action may be required by you

Please ensure you update your indemnity organisation to ensure all of your work is covered. While the Clinical Negligence Scheme covers the clinical risk for NHSE work, it does not cover issues relating to your professional licence. Work such as appraisal, minor surgery (including joint injections) private letters and insurance reports, and additional work doing Covid vaccinations should be declared. Some indemnity organisations may make a charge for covering issues related to your professional licence for some of the areas of work depending on your whole scope.

## Any other business

### PCSE portal update details for personal details

Please ensure that your personal and professional details are kept up to date with the online PCSE Performers list portal here: <https://pcse.england.nhs.uk/services/performers-lists/gp-performers-list-for-england/existing-performers/>.

You will each have been allocated an individual log in, but if you have any queries regarding your account, please log an online enquiry at: <https://pcse.england.nhs.uk/contact-us/> or call the Customer Support Centre on 0333 014 2884 (which is open from 8:00-17:00, Monday to Friday).

### Practitioner Health contact information:

Practitioner Health is a free, confidential NHS service across England. The service is provided by health professionals specialising in mental health support to doctors and is available in various locations across England. For more information, please visit: [www.practitionerhealth.nhs.uk](http://www.practitionerhealth.nhs.uk), call 0300 030 3300 or email: [prac.health@nhs.net](mailto:prac.health@nhs.net)

**E-Learning For Health (E-lfh)** – HEE recommended free training updates (e.g. Equality & Diversity, Resuscitation, and Information Governance) can be accessed via:

<https://www.e-lfh.org.uk/updated-and-refreshed-statutory-and-mandatory-e-learning/>

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### **NHS Leadership Academy - Bitesize Coaching for Frontline Leaders**

“We are working with a team of professional coaches who will provide focused, short-term support in the form of a 45-minute virtual or telephone coaching session. These are designed to offer a safe space where Frontline Leaders can reflect on and explore their concerns, needs and challenges in a constructive way”.

The current programme is currently full to capacity, but waiting list places are being held for future sessions. For more information, please visit:

<https://healtheducationyh.onlinesurveys.ac.uk/bitesizecoaching1>

### **NHSE Mass vaccination information**

#### **Health and Social Care Front Line Workers**

If you are a Health and Social Care Front Line Worker, you will be contacted directly by the NHSE Mass Vaccination Team. You will be offered your appointment at a “hub” which is a designated site for front line workers.

**Devon CCG:** We have received the following information which you may find useful if you have yet to be contacted about your first vaccination:

We are now offering vaccination appointments to frontline health/social care staff.

Please can you send the link below to your staff members encouraging them to complete the form ASAP so that we can get them booked in for a vaccination: <https://bit.ly/3nYCTF0>

Individuals will then be contacted to enable them to book an appointment slot. This information is essential for us to be able to contact your staff for an appointment. Do not complete if you have already received your 1<sup>st</sup> dose of vaccine OR you have an appointment for your vaccination.

Please direct any queries to: [d-ccg.covid-staffmassvaccinationbookingsystem@nhs.net](mailto:d-ccg.covid-staffmassvaccinationbookingsystem@nhs.net)

#### **Kernow CCG:**

Please let us know if you would like to register for a vaccination, and we will pass your details on to Kernow CCG to ensure that you are added to their invitation list.

#### **Somerset CCG:**

Please use [vaccination.mph@somersetft.nhs.uk](mailto:vaccination.mph@somersetft.nhs.uk)

Details required: Full name, DOB, Address, Contact number(s), and NHS Number (ideally)

#### **BNSSG CCG:**

BNSSG CCG have written out to local employers regarding the definition of frontline health and social care staff and invited those in for vaccination. If you feel you have been missed, please could you contact your employer initially. If you are self-employed (e.g. as a Locum GP), please can you get in touch with: [bnssg.massvaccination@nhs.net](mailto:bnssg.massvaccination@nhs.net).

#### **Great Western Hospital, Swindon - 01793 605460**

This phone number is for frontline staff who must be in a patient facing role

**Thank you for taking the time to read through our newsletter. If you have any questions or would like to discuss anything that has been covered above, do let us know.**

**Please see overleaf for the contact details of the wider team.**

## Medical Appraisal Team Contact Details

**Responsible Officer: Caroline Gamlin**

**For any performance concerns, please contact:**

**Deputy Medical Director - Dr Liz Thomas - [liz.thomas2@nhs.net](mailto:liz.thomas2@nhs.net)** (currently seconded to Covid work)

**Head of Professional Performance - Iona Neeve - [iona.neeve@nhs.net](mailto:iona.neeve@nhs.net)**

**For Appraisal/Revalidation**

**(& HLRO Manager) – Lynne Bradshaw - [lynne.bradshaw2@nhs.net](mailto:lynne.bradshaw2@nhs.net)** - 07976 961909

**Appraisal Lead - Lowri Kew - [l.kew@nhs.net](mailto:l.kew@nhs.net)** - 07769 189290

**Deputy Appraisal Leads:**

**Jenny Docherty - [jenny.docherty@nhs.net](mailto:jenny.docherty@nhs.net)**

**Anisio Veloso - [anisio.veloso@nhs.net](mailto:anisio.veloso@nhs.net)**

**South West Administration Team - for Bath, Gloucester, Swindon and Wiltshire (BGSW):**

**Kate Barnes - [kate.barnes1@nhs.net](mailto:kate.barnes1@nhs.net)** - 07730 379685

**Sam Green - [sam.green2@nhs.net](mailto:sam.green2@nhs.net)** - 07450 884022

**Penny Giles - [penny.giles@nhs.net](mailto:penny.giles@nhs.net)** - 07730 381863

**Jacqui Ireland - [jacqueline.ireland@nhs.net](mailto:jacqueline.ireland@nhs.net)** - 07979 242124

**Lesley Phillips (HLRO Project Officer for both teams) - [lesleyphillips@nhs.net](mailto:lesleyphillips@nhs.net)** - 07730 375462

**South West Administration Team - for Devon, Cornwall and Isles of Scilly, and Bristol, Somerset and South Gloucester (DCIOS/BNSSG): [england.gpappraisalsw@nhs.net](mailto:england.gpappraisalsw@nhs.net)**

**Vanessa White – 07730 379680**

**Tamsin Wall – 07702 403674**

**Gemma Woods - 07860 180444**

**Dawn Tope - 07730 380468**

**GP Appraisals Website Link:**

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