

# Appraisal & Revalidation September 19 Newsletter



## In this edition we will cover:

- ✚ Updated contact information for the team
- ✚ Clinical Lead Appraiser replacement
- ✚ New Appraiser recruitment
- ✚ MSF and PSQ: update on appraisal requirements
- ✚ Senior Appraiser and Appraiser payment changes

## 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](mailto:liz.thomas2@nhs.net)

Head of Professional Performance

Tracey Cabbage

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Programme Manager for Performance

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Appraisal Lead

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07769 189290

Deputy Appraisal Lead

Anisio Veloso

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07729 122090

Administration Team - [england.gpappraisalsw@nhs.net](mailto: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/>

**Kindly note that all contact email addresses and the appraisal website remain unchanged**

## Clinical Lead Appraiser replacement

Dr Jill Millar retired from her post as Clinical Lead Appraiser at the end of August. Jill has worked as one of the Devon Appraisal Leads since the start of the GP appraisal service, leading us through many significant changes and team amalgamations. We have really appreciated and valued Jill's experience and knowledge as well as her calm approach to any challenge. We all wish her well in her retirement to focus on her beautiful garden country living and her bees. A 'Note to Reader' from Jill has been included at the end of the newsletter.

In the interim, Lowri Kew will be acting up as the Clinical Lead Appraiser on a temporary basis until the NHS England restructure is completed.

Following recent interviews, we are pleased to announce that Anisio Veloso will be taking up the Deputy Clinical Lead Appraiser role and Jenny Docherty will be the new Senior Appraiser. Both roles will run from 1<sup>st</sup> September 19 to 31<sup>st</sup> March 20, in the first instance.

## New Appraiser recruitment

We recently interviewed for new GP Appraisers in the following areas: North Somerset coast including Minehead, Barnstaple and Bideford/Weston Super Mare, Bristol, Torbay, Plymouth and Falmouth/Fowey. The training was held together with the BGSW appraisals team in Bristol on 24<sup>th</sup> and 25<sup>th</sup> September, and between us we will be recruiting nineteen new appraisers across the South West (twelve for our area and seven for BGSW).

The new appraisers will start appraising from November through to February initially, with a view to their appraisee lists being extended from the new appraisal year on April 1<sup>st</sup>. 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
David Peel	Daniel van de Klee	Huma Vohra	Helen Warwick

Please let your Senior Appraiser know if you would like to be a 'buddy' to the new Appraisers.

## MSF and PSQ: update on appraisal requirements

**Kindly note that all MSF and PSQ must be independently collated.** Please record on the appraisal output summary whether the feedback is from CFEP, Clarity, FourteenFish or Edgcumbe. If not, please check with the Appraisee, 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.**

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, a doctor's revalidation can be deferred until the next appraisal is completed.

## MSF and PSQ: update on appraisal requirements (continued)

Polite request: If the MSF/PSQ reports and reflections are embedded within the current appraisal summary, please ensure that they are easily accessible to view.

If they are not included in the appraisal document, please 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.

## Senior Appraiser payments

**For our Locum GP Appraisers** – please remember to send in your Locum A Forms monthly, as they will need to be completed separately to your ‘usual’ (GP Appraiser role) Locum A Forms.

## Appraiser payment changes

The RMS payments to GP Appraisers started in April, with the payment run usually taking place on or around the 15<sup>th</sup> of each month.

Appraisers will be paid for each appraisal marked as ‘completed’ during the preceding four weeks, and will be able to view all payments approved/submitted on their ‘Acting as Appraiser’ tab on RMS – this details the payment date, remittance number, and to which appraisal the payment applies.

For those Appraisers paid via their Practice, this is a ‘stand-alone’ run and is independent of the usual monthly PMS/GMS payment dates. This should make the identification of Appraiser payments easier, and the RMS payment reference will have the Appraiser’s GMC number showing in the middle. We are aware of some issues surrounding the (non) receipt of remittances for Appraiser Practice payments, and we are currently working with Practice Managers, the Finance Department and the RMS Development Team to ensure that the correct email addresses have been logged for future remittance notifications.

**For our Locum GP Appraisers** - please send in your Locum A Forms for sign off and return each month, following your payment on RMS to ensure that the NHS Pensions Agency submission deadlines are met. Thank you.

**Interim appraisal payments** - with the recent changes, it is difficult for the admin team to make interim appraisal payments for a supportive appraisal when they have been approved by the team. We are holding a list and will get this resolved as soon as possible. At present, we are only able to process the additional interim appraisal payment on RMS when we have completed the full appraisal later in the year.

**Expenses for travel claims or support meeting attendance** - you are able to claim £118 plus full mileage (per meeting) for attending up to two regional appraiser support meetings during the year. Please remember to upload your expenses claims onto RMS alongside an appraisal summary. Once we have marked the appraisal as ‘completed’ we will add your claim on to the amount due and delete it from RMS before approving for payment. Kindly note that you may claim for multiple expenses on one form, although the maximum limit for each claim is £250.

## Home appraisals - update

Appraisals in your home can be approved, as long as you have public liability insurance in place to cover both yourself and your Appraisee. Please also be aware of the need to remain professional, to conduct the appraisal in a space where you will not be interrupted or overheard, and to be aware of the power dynamic so that the Appraisee feels comfortable having their appraisal in your home environment.

## 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/gp/vf/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

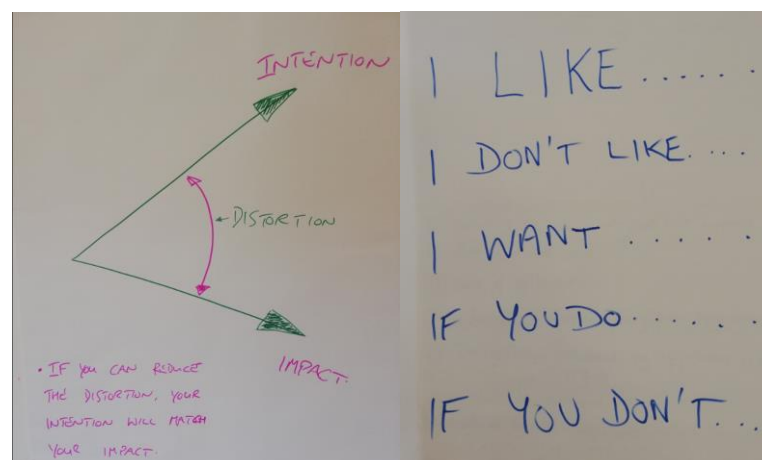
South Plaza, Bristol

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

[england.gpappraisalsw@nhs.net](mailto:england.gpappraisalsw@nhs.net)

## Appraiser Development training

34 Appraisers attended the Appraiser Development training, facilitated by Practive and held over three afternoon sessions of the Support Meeting dates in June and July. The feedback has been extremely positive, and we wanted to share the flipchart 'prompts' from the sessions as the attendees found them really helpful:



We hope to be able to provide further development training next year and will keep you updated on details over the coming months.

## We need you!!!

The RCGP is gathering experiences of appraisal via a short survey, we would love to see the Southwest represented on the results. We would be grateful if you could complete the survey via the following link: <https://r1.dotmailer-surveys.com/b649lxf0-f443nr39>

## 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/>

## Responsible Officers

Please note that your Responsible Officer is currently Dr Caroline Gamlin, who covers Devon, Cornwall & the Isles of Scilly, Bristol, Somerset and South Gloucester.

Dr Liz Mearns is the Responsible Officer currently covering the Bath, Gloucester, Swindon and Wiltshire and Dorset areas.

## 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. Visit the 'Library' section on the main drop-down menu, and then select 'National Publications' – for ease of reference, the indemnity update is listed as 'Sheet 31'.

'Sheet 33 – appraisal information disclosure to third parties' and 'Sheet 34 – QIA and HQIP' have also recently been added.

Please access this link for further details:

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

## 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



Kernow LMC

'Supporting General Practice Pastoral Care Leaflet'

## A friendly reminder – low volume of work

If any of your doctors confirm that they have worked less than 40 clinical sessions during the last 12 months, please ask them to complete and submit a 'Low Volume Form' with their 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

## Appraiser pensions - update

We are aware of the difficulties that a number of you have experienced in trying to clarify your annual pension records. A review is being conducted on a national scale, and Lynne Bradshaw will be liaising directly with the national team to try and get your annual pension summaries up to date and accurate. If any appraisers have retired or are retiring in the next 6 months, please get in touch with Lynne if you are experiencing any difficulties. We need to resolve the urgent cases first.

If a GP appraiser is unable to view their TRS (Total Reward Statement) they should contact NHS Pensions for an up-to-date statement over the phone – via tel: 0333 330 1346.

If your summary is not correct, please raise a query with PCSE through the online form. More information can be found at <https://pcse.england.nhs.uk/services/gp-pensions/>.

## And finally.....some appraisal FAQs

***Q: I have a newly qualified GP, who has gone on sabbatical and is planning for maternity leave – she will be down on her annual CPD credit total as a result. How should I proceed?***

A: No problem – the CPD can be pro-rata'd and a postponement form completed regarding the sabbatical/maternity leave break. Please notify the admin team who will make the necessary arrangements. Appraisals following a sabbatical break generally take place within 6 months of return, and maternity leave within 12 months of return to work (both dependent on previous appraisals and future revalidation due dates).

***Q: Can you opt out of the NHS Pension Scheme as an Appraiser?***

A: Only as a Locum GP Appraiser or if you have taken your pension – otherwise you will have to opt out of all NHS Pension Scheme contributions.

***Q: SIRI submitted as evidence – very identifiable – presume note of it attached (yes).***

A: Include in the summary of discussion with reflections and that it has been shared. Document the learning and change in practice – we do not require the detail.

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

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

Kindly note that PCSE will be introducing a simple online process for submitting and tracking performer list applications and change requests via PCSE Online, starting in December 2019.

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](http://www.pcse.england.nhs.uk)

### **A message from Jill Millar**

Dear Reader

As most of you know I retired from the NHS on August 31<sup>st</sup>.

I was moved and delighted to receive a very generous retirement gift from you, my appraisal colleagues and team, some of whom I have worked with for many years. I want to take this opportunity to say thank you to you all – I have bought a honey extractor and some other bits and pieces to help harvest the honey from my bees, who, along with our garden, will keep me busy for many years to come. (Along with my grandchildren, spinning, weaving and knitting, and the many community activities that we do!)

I have been involved with appraisal since long before it became mandatory, and have always believed it is a worthwhile activity, helping to motivate and support doctors and keep them safe. It has been my privilege to work with you in this field and I am confident that appraisal in the south west is in good hands with all of you. Thank you again – and keep up the good work.

