

Support Guide for Appraiser on the NHS Revalidation Management System

Date: 6 January 2014

Introduction

This document has been developed as a step-by-step guide for Appraisers and covers areas such as access to the system, completing the Appraisal Output Summary, uploading documents and viewing the Revalidation Summary.

Access to the NHS Revalidation Management System (NHS RMS) will be provided by the Area Team administrators. The system will automatically send two emails notifying the user of a user name and password; both emails will also include a link to the system. The system is a secure web based application and has been designed for use in IE8 upwards and FireFox and can be viewed using either a PC or mobile device such as an iPad or Nexus.

Getting Started

Log In Page

Using the link provided in either of the two email notifications sent, complete the Username and Password fields with details provided and click on the **Log In** button.

Example email:

A user account has been created for you to access the GP
Appraisal & Revalidation system

<https://applications.bradford.nhs.uk/GPAppV3.3SIT/>.

Your user name is: PoirothH

A separate email will be sent with your password.

Revalidation Team
Suzannes Area Team
The Shires - East
07960503029

NHS Revalidation Management System

Sign in to your account

Log in

Username:

Password:

Log In

[Forgotten Password](#)

The username is not case sensitive; however the password is case sensitive.

Problems experienced with logging in

There are three possible reasons for not being able to log in:

1. Incorrect username
2. Incorrect password
3. Access has not been provided

The system will only provide the following on screen message:

NHS Revalidation Management System

Sign in to your account

Log in

Username:

Password:

Your login attempt was not successful. Please try again.

Log In

[Forgotten Password](#)

As part of the security the above message will not inform you as to whether it is the username or password which is incorrect. Therefore to resolve points 1 and 2, check the emails providing the access details.

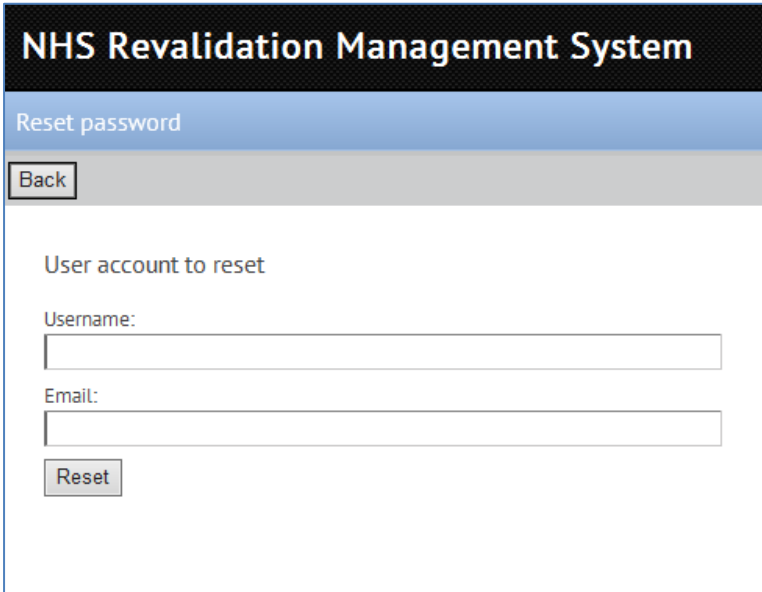
Advice: If the password was previously typed into the field, use instead the copy and paste option (highlight the text and then select Ctrl + C, position your cursor on the password field and select Ctrl + V).

If you have not received the statutory two emails, then access may not have been provided.

Advice: Contact the Area Team Administrators.

Forgotten Password

On the Log in page there is the facility to request a new password. Click on the Forgotten Password link to display the following screen:



The screenshot shows a web interface for the NHS Revalidation Management System. At the top, there is a black header with the text 'NHS Revalidation Management System' in white. Below this is a blue bar with the text 'Reset password'. Underneath the blue bar is a grey bar with a 'Back' button. The main content area is white and contains the following elements: the text 'User account to reset', a 'Username:' label followed by a text input field, an 'Email:' label followed by a text input field, and a 'Reset' button at the bottom.

For a new password to be sent the Username and Email address field will need to be completed. Then click on the **Reset** button. The system will confirm that a new password has been sent.

However, if either the username or password is incorrect, or not known by the system, then the following message will be displayed on the screen:

Advice: Contact the Area Team Administrators.

System Accessed

On first logging in, the system will prompt to change password as displayed in the screenshot below. There is also a prompt to change password every 90 days from the point of last changing the password.

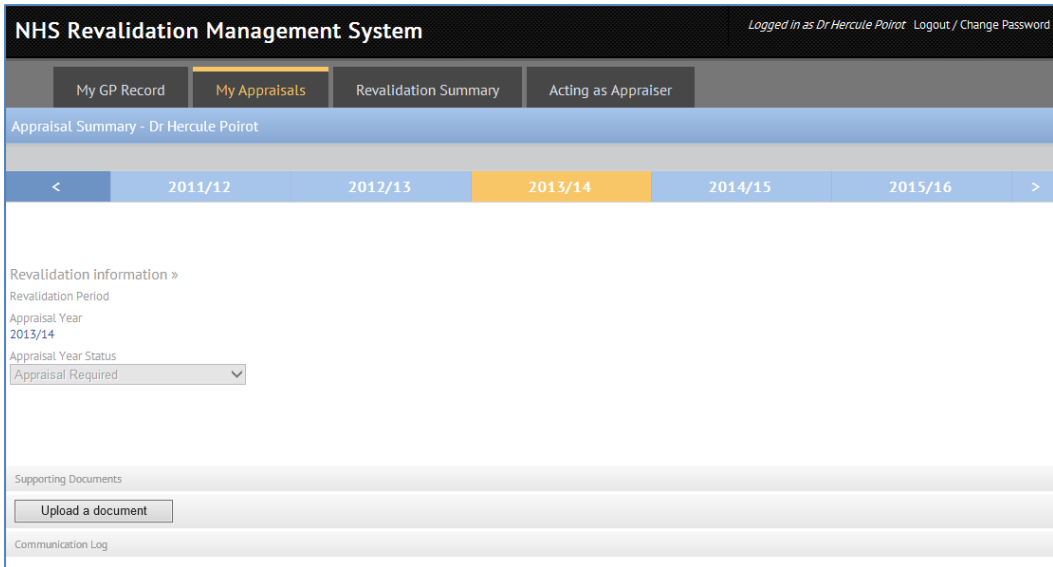
Follow the on-screen guidance for setting up a new password completing the necessary fields and clicking on **Change Password**.

The system will send an email notification confirming that the password has been changed but will not include the actual password.

On successfully changing the password the following screen will be displayed:

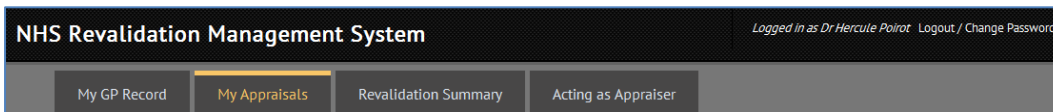
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Navigation

As an Appraiser the tabs displayed on the screen should be **My GP Details, My Appraisals, Revalidation Summary and Acting as Appraisers** as displayed in the screen below:



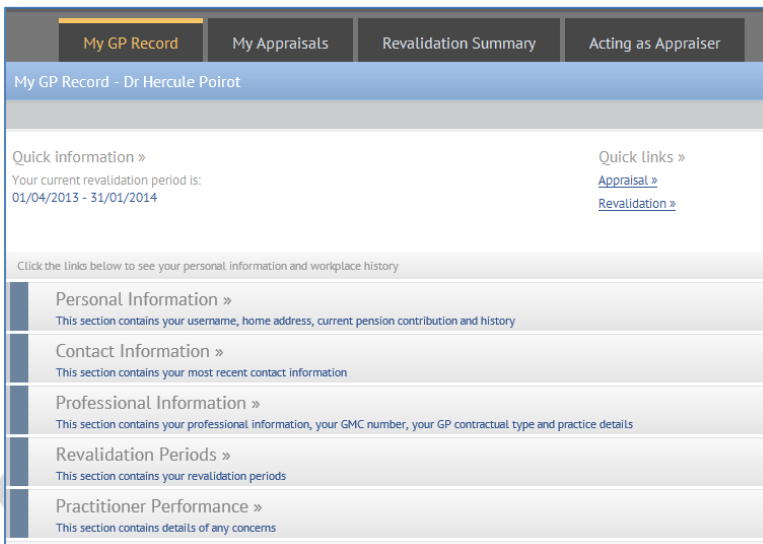
The default landing page is **My Appraisals** as indicated in orange.

Confirmation that you are logged onto the system will be displayed in the top right hand corner followed by the **Logout** and **Change Password** links.

Taking each of the tabs in order from left to right, a description and their purpose is as follows.

My GP Record

Click on the tab **My GP Record** to display the following screen:



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The information on this page pertains to the GP who is logged in, in this example Hercule Poirot. Starting at the top of the page on the left, the GPs current revalidation period is displayed. To the right under the heading *Quick links >>* are two links to:

Appraisal >>
Revalidation >>

The Appraisal >> link navigates to the **My Appraisals** tab which is covered in further detail below.

The Revalidation >> link navigates to the **Revalidation Summary** tab which is covered in further detail below.

There are then five separate sections covering **Personal Information, Contact Information, Professional Information, Revalidation Periods and Practitioner Performance.**

Personal Information

This section includes username, first name, surname, date of birth, gender, home address, post code, other address, pension contribution and AVC contribution. All fields are read only with the exception of gender, home address and other address.

Contact Information

This section includes mobile number, email address, alternative email address and contact telephone number. All fields are editable.

Professional Information

This section includes GMC number, CRB date, GP contractual type, if an Appraiser and the number of appraisals willing to do, appraiser information, performers list, performers inclusion date, performer removal date, GP qualify date, qualifications, practice information, other practices, CCG, GPwSI and GPs scope of work.

The only fields which can be edited are CRB date, number of appraisals willing to do, appraiser information, qualifications and CCG.

Revalidation Periods

This section includes the revalidation period start date and end date, the end date being the date by which the GP must be recommended for revalidation according to the GMC.

Practitioner Concerns

This section includes any concerns which have been recorded by the Area Team, the date the Concern was opened and the closed date, example below:

Practitioner Performance - Dr Hercule Poirot		
Back		
Current Concerns		
Concern	Opened Date	Closed Date
Health (H)	07-1-2014	

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My Appraisals

Click on the tab **My Appraisals** to display the following screen:

My GP Record | **My Appraisals** | Revalidation Summary | Acting as Appraiser

Appraisal Summary - Dr Hercule Poirot

< | 2011/12 | 2012/13 | **2013/14** | 2014/15

Quick links »
[GP Record](#)
[Appraisal Output Summary](#)
Doctor's Claim
[Setup Colleague Questionnaires](#)

Revalidation Information »
Revalidation Period
01/04/2013 to 31/03/2014
Appraisal Year
2013/14
Appraisal Year Status
Appraisal Required

Appraisal Details

Supporting Documents

Test Upload
WSYBCSU template.docx
Uploaded 07/01/2014 @ 16:31:11
by Suzanne Ryan

Upload a document

Communication Log

07/01/2014 16:30:36 System	GP Appraisal confirmation to Appraiser
07/01/2014 16:30:36 System	GP Appraisal confirmation to Doctor
07/01/2014 16:30:36 System	Confirmation of appraisal date

This information pertains to the GP who is logged in but also the GPs name is displayed just above the year time line. The time line represents the appraisal years with current appraisal year highlighted in yellow.

On the left hand side is the GPs revalidation period and appraisal year followed by the Appraisal Year Status. In this example the status is set to *Appraisal Required*.

On the right hand side of the screen are *Quick links >>* to the GP Record, Appraisal Output Summary and Setup Colleague Questionnaires.

- Clicking on the GP Record link navigates back to the *My GP Record*
- Clicking on the Appraisal Output Summary displays the form capturing the key points of the appraisal and can only be completed by the Appraiser
- Clicking on the Setup Colleague Questionnaires offers the GP with the facility to send requests to colleagues inviting them to complete a questionnaire. The screen displayed is as follows:

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Colleague Questionnaires for Appraisal of Dr Hercule Poirot, 2013/14

[Back](#)

Requests Sent 0 Responses Received 0

Mentor Details (optional) Designate a mentor to receive questionnaire results on your behalf if you do not wish to receive them.

Forename

Surname

Email Address

Colleague Questionnaire Requests
No Colleague Questionnaire requests exist for this Appraisal.

The colleague questionnaire can only be used if an appraisal date has not already been set or the days remaining before the appraisal date are greater than 45 days. Therefore if the **New Request** button is not available then this will be because the appraisal date occurs within the next 45 days.

To send invitations to colleagues to complete the questionnaire, click on the **New Request** button to display the following screen:

Colleague Questionnaires for Appraisal of Dr Hercule Poirot, 2013/14

[Back](#)

Forename

Surname

Email Address

OK To Send

Complete the fields above, Forename, Surname and Email Address, then either click on the **OK To Send** or leave blank and just click on the **Create** button. This will save the invitation to send at a later point by just click on the **Send All** button, example screen below:

Colleague Questionnaires for Appraisal of Dr Hercule Poirot, 2013/14

[Back](#)

Requests Sent 0 Responses Received 0

Mentor Details (optional) Designate a mentor to receive questionnaire results on your behalf if you do not wish to receive them.

Forename

Surname

Email Address

Colleague Questionnaire Requests

Forename	Surname	Email	Sent By	Sent Date		
Suzanne	Clarke	suzanne.clarke@wysbcusu.nhs.uk			<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

There is validation to ensure that the same email address cannot be used more than once.



If the Mentor Details have been used, which is optional, the report compiling all the results of the questionnaires will be sent to the Mentor. The Mentor can be included in the questionnaires.

Appraisal Details

Click on the button to display the following page:

Appraisal Details

Save Cancel

Appraisal Year 2013/14
Doctor 8877665 Hercule Poirot
Revalidation Due Date 31/03/2014

Appraiser GP Holmes Sherlock 1234567
Proposed Appraisal Month November 2013
Appraisal Date 12/03/2014
Appraisal Status Awaiting documentation

Appraisal Completed
Date Appraisal Set To Completed Not Recorded
Documents Due Back Date 09/04/2014
Documents Actual Date Received
Days after Appraisal Date 0 days
Documents Returned
Doctor's claim form number
Appraiser's claim form number Appraiser's Claim invoice not generated

Created by suzanneryan 07/01/2014 16:30 Modified by suzanneryan 09/01/2014 13:50

Information held on this page relates to the appraisal being carried out for the specified appraisal year.

The only field on the form which can be edited is the Appraisal Date. All other fields are read only.

Note: Please ignore any references to claim forms should these be displayed.

Advice: Should any information displayed on the page be incorrect then please contact your Area Team Administrator(s).

Returning back to the previous screen, click on **Cancel** or **Save** if you have entered an Appraisal Date.

Supporting Documents

Individual document(s) can be uploaded but each document must not exceed 50MB. Documents can either be uploaded by the GP or the Appraiser. However, once uploaded the GP cannot remove the document.

To upload a document, click on the **Upload a document** button to display the following fields:

Upload a document

Select the file Browse...

Description

Upload

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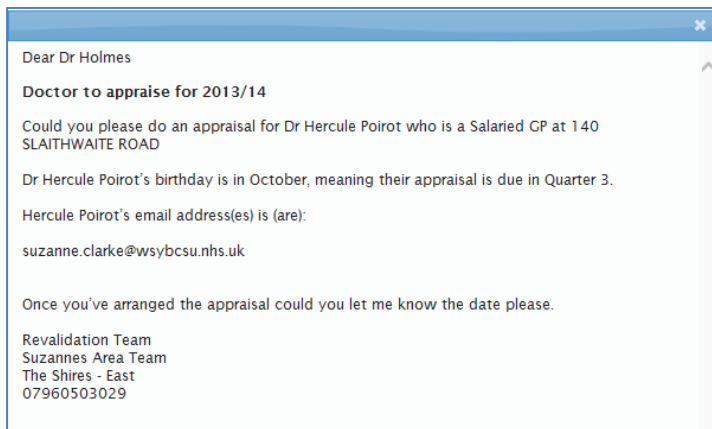
Using the **Browser** button navigate to the location of the saved file and attach, complete the description field and click on the **Upload** button.

The file will then be displayed on the screen.

Communication Log

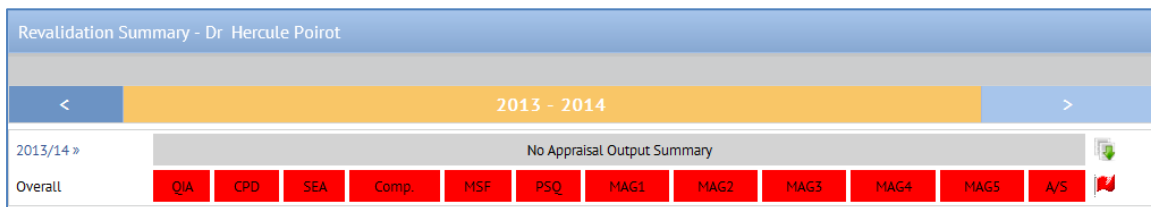
The communication log records emails which have been sent to the GP from the application such as Confirmations or Reminders.

By click on the email heading, the email will be displayed in full, example screen below:




Revalidation Summary

Click on the tab **Revalidation Summary** to display the following screen:



In the example provided above, for a year 1 GP, the Appraisal Output Summary form has yet to be completed and therefore displays the **Overall** items as red.


To the left of the dash board are two further icons:

The downward green arrow  informs the GP that a document has been uploaded. Click on the green arrow to display the following screen:

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Appraisal Documents for Dr Hercule Poirot for the year 2013/14



Test Upload
WSYBCSU template.dotx
 Uploaded 07/01/2014 @ 16:31:11
 by Suzanne Ryan

By clicking on the underlined document description the document can be downloaded. Click on the **Close** button in the bottom right hand corner to 'close'.

The red flag  informs the GP that a concern has been recorded. Click on the red flag to display the following screen:







Current Concerns for Dr Hercule Poirot		
Concern	Opened Date	Closed Date
Health (H)	07-1-2014	

Click on the **Close** button to 'close' the record.

Once a GP has been revalidated and a new revalidation recommendation date has been provided by the GMC, the record will be set up by the Area Team Administration and will display as follows with the GP now starting the 5 year cycle:

Revalidation Summary - Dr Hercule Poirot

< 2013 - 2014 2014 - 2019 >

2014/15 »	No Appraisal Output Summary	
2015/16 »	No Appraisal Output Summary	
2016/17 »	No Appraisal Output Summary	
2017/18 »	No Appraisal Output Summary	
2018/19 »	No Appraisal Output Summary	
Overall	QIA CPD SEA Comp. MSF PSQ MAG1 MAG2 MAG3 MAG4 MAG5 A/S 	

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Acting as Appraiser

The appraiser will be able to view the Appraisal Summary and Appraisal Details of the GP they are appraising and their Revalidation Summary. Click on the tab **Acting as Appraiser** to display the following screen:

The screenshot shows the 'NHS Revalidation Management System' interface. At the top right, it says 'Logged in as Dr Hercule Poirot Logout / Change Password'. Below the header is a navigation bar with tabs: 'My GP Record', 'My Appraisals', 'Revalidation Summary', and 'Acting as Appraiser' (which is highlighted). Underneath, there's a sub-header 'Acting As Appraiser - Dr Hercule Poirot' and a 'Back' button. A timeline shows years from 2011/12 to 2015/16, with 2013/14 highlighted in orange. Below the timeline is a table titled 'GP Appraisals (As Appraiser)'. The table has columns for 'Appraisal Year', 'Appraisal Status', 'Appraisal Date', and 'Doctor'. There are three rows, all for the year 2013/14, with a status of 'No appraisal date provided'. Each row has a 'View' button and a 'Revalidation Summary' button.

Appraisal Year	Appraisal Status	Appraisal Date	Doctor		
2013/14	No appraisal date provided		MEHREEN Almas (4356405)	View	Revalidation Summary
2013/14	No appraisal date provided		SOPHIE Armstrong (3732115)	View	Revalidation Summary
2013/14	No appraisal date provided		James Bhambra (981461)	View	Revalidation Summary

This view displays a list of the GPs which the Appraiser will appraise. In the example above, these are for the appraisal year 2013/14 as highlighted in the timeline year.

The table confirms the Appraisal Year, the Appraisal Status, the Appraisal Date and the Doctor to be Appraised. Then there follows two buttons, **View** and **Revalidation Summary**.

View Button

Click on the **View** button to display the following screen:

The screenshot shows the 'Appraisal Summary - Dr MEHREEN Almas' interface. It has a 'Back' button and a timeline with 2013/14 highlighted. Below the timeline, there are 'Quick links »' and 'Revalidation information »' sections. The 'Revalidation information' section includes 'Revalidation Period: 01/04/2013 to 27/02/2015', 'Appraisal Year: 2013/14', and 'Appraisal Year Status: Appraisal Required' (with a dropdown arrow). There is an 'Appraisal Details' button. Below that is a 'Supporting Documents' section with an 'Upload a document' button. A 'Communication Log' table shows three entries: '09/01/2014 15:34:31 System GP Appraisal confirmation to Appraiser', '09/01/2014 15:34:31 System GP Appraisal confirmation to Doctor', and '20/12/2013 03:30:18 System Select Your Appraiser'. At the bottom, there is a 'Cancel' button and a footer 'Created by yasminkhan 28/11/2013 20:22'.

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Appraisal Details button- if a date has been agreed, click on the *Appraisal Details* button and select the date from the calendar.

Appraisal Output Summary – click on the link to display the following screen:

GP Appraisal Output Summary - Dr MEHREEN Almas, GMC No.: 4356405, Revalidation Year: 2013/14

Save Cancel

Is there satisfactory supporting information for all the Doctor's roles?

Quality Improvement Activity	Select	Notes:	
Sufficient Continuing Professional Development (Annual compliance)	Select	Notes:	
		Number of CPD credits:	
Significant Events Analysis (Annual compliance)	Select	Notes:	
Complaints and Compliments Review (Annual compliance)	Select	Notes:	

Feedback

Colleague feedback (MSF) (Once in a revalidation period)	Select	Notes:	
Patient feedback (PSQ) (Once in a revalidation period)	Select	Notes:	

Scope of Work (Other Roles)

Was some evidence submitted for ALL roles?	Select	Notes:	
--------------------------------------------	--------	--------	--

Probity

Probity declaration confirmed (ticked on MAG form)?	Select		
-----------------------------------------------------	--------	--	--

Health

Health declaration confirmed (ticked on MAG form)?	Select		
----------------------------------------------------	--------	--	--

MAG Statements

An appraisal has taken place that reflects the whole of the doctor's scope of work and addresses the principles and values set out in the Good Medical Practice. (MAG 1)	Select	Notes:	
Appropriate supporting information has been presented in accordance with the Good Medical Practice Framework for appraisal and revalidation and this reflects the nature and scope of the doctor's work. (MAG 2)	Select		
A review that demonstrates progress against last year's personal development plan has taken place. (MAG 3)	Select		
An agreement has been reached with the doctor about a new personal development plan and any associated actions for the coming year. (MAG 4)	Select		
No information has been presented or discussed in the appraisal that raises a concern about the doctor's fitness to practise. (MAG 5)	Select	Notes:	

Annual Status

Annual Status

Save Cancel

The appraiser can complete the Appraisal Output Summary by selecting the necessary responses to the questions and completing where appropriate any notes to support where either the selected choice is *No* or *Disagree*. All questions are mandatory as indicated by the red in the left hand margin of the select box.

There is also validation in that MAG2 cannot be *Agree* if any of the questions above are *No*. The following message will be displayed:

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Appropriate supporting information has been presented in accordance with the Good Medical Practice Framework for appraisal and revalidation and this reflects the nature and scope of the doctor's work (MAG 2)

Agree

MAG 2 can only be 'Agree' if all evidence for the doctor's main role has been provided and all other roles have also been evidenced.

On completing all questions, the *Annual Status* will be displayed, in this example **green** as displayed below:

No information has been presented or discussed in the appraisal that raises a concern about the doctor's fitness to practise (MAG 5)

Agree

Notes:

Annual Status

Annual Status

Save Cancel

To 'save' click on the **Save** button at the bottom of the screen, after saving the record will be locked and can only be viewed as read only.

Revalidation Summary button

Click on the Revalidation Summary button to display the following screen:

My GP Record	My Appraisals	Revalidation Summary	Acting as Appraiser									
Revalidation Summary - Dr MEHREEN Almas												
Back												
2013 - 2015												
2013/14 »	QIA	CPD	SEA	Comp.	MSF	PSQ	MAG1	MAG2	MAG3	MAG4	MAG5	A/S
Overall	QIA	CPD	SEA	Comp.	MSF	PSQ	MAG1	MAG2	MAG3	MAG4	MAG5	A/S

The example above follows the completing of the Appraisal Output Summary form. The purple triangle displayed on the MSF and PSQ, when hovered over, will display the date the questionnaires took place.

Clicking on the appraisal year on the left 2013/14 (in blue) navigates back to the Appraisal Output Summary, displaying as read only.

Click on the **Back** button to return to the **Acting as Appraiser** screen.

Additional Notes

When viewing the Revalidation Summary for a GP on a five year cycle, as each Appraisal Output Summary form is completed the Overall score displayed at the bottom of the table will change.

The overall scoring is determined as follows:

- QIA – Green if any individual year is green, Red otherwise.



- ✚ CPD – Green if all years are green, Red if all years are red, Amber otherwise.
- ✚ SEA – Red if any year is red, green otherwise.
- ✚ Comp – Red if any year is red, green otherwise.
- ✚ MSF – Green if any year is green, red otherwise.
- ✚ PSQ – Green if any year is green, red otherwise.
- ✚ MAGS – Green if all years are green, amber otherwise.
- ✚ Annual Status – Green if all years are green, amber otherwise.

