



Welcome to the first edition of the Appraisal & Revalidation Newsletter.

This is just one method of communicating with General Practitioners the latest information for revalidation. Revalidation is an initiative that assesses whether GPs meet current professional standards and are fit to practise. This Newsletter is dedicated to Revalidation and will contain information concerning every aspect of the process. The main contacts for all queries or questions are:

- Sian Myers, Appraisal & Revalidation Administrator – sian.myers@nhs.net
- Lisa Perry, Appraisal & Revalidation Officer – lisaperry2@nhs.net
- James Barker, Clerical Officer – jamesbarker@nhs.net
- Dr Carl Egdell, GP Lead Appraiser – carlegdell@nhs.net

You can contact the team on 0115 9316153. [The Appraisal & Revalidation Team are here to help!](#)

Keeping Up to Date - Continuing Professional Development (CPD) for GPs

The PCT uses the CPD website (www.derbyshirecpd.org) to communicate new versions of forms and information.

Please remember to regularly check the site for useful information and guidance.

We are currently working on a GP Section of the PCT website which is specific to Derbyshire County GP's. The site is under construction but we hope to have it up and running within the next 2 months.

In addition, your GP Tutor network can assist with advice and guidance on preparing for appraisal. GP Tutors will work with individuals, practices or groups of GPs. GP Tutors are:-

Dr Ilona Bendefy - ilona.bendefy@nhs.net / Dr Amanda Portnoy - amanda@doctors.org.uk
Dr Magdy Abdalla - mabdalla@nhs.net / Dr Graham Todd - todds@doctors.org.uk
Dr Sandy Taylor - sandy.taylor1@doctors.org.uk

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Contribute... To contribute to this newsletter, contact Lisa Perry on: 0115 9316126 or email: lisa.perry2@nhs.net - We would appreciate all news on sharing good practice, events and anything you feel your fellow colleagues should know about.

NHS Appraisal Toolkit (ATK)

Since 2002, the Department of Health (DoH) has contracted centrally with SCHIN for the provision of the ATK and recognise that many GPs value the system as a familiar support to appraisal. However, there is a risk that central support for a single tool might stifle innovation and undermine the ability of GPs and the NHS locally to ensure that have access to a product with the capabilities they need and that is fit for future developments in appraisal. Therefore, the contract with SCHIN will expire on 31st October 2010.

It is expected that other companies, including the RCGP, will be launching their own versions of the e-portfolio systems over the next few months. The Regional Medical Director level group will be discussing the range of options available. Each of these options will need to be carefully considered before investing time and finances.

In order to preserve the quality and efficient running of the appraisal process, It is important that the appraisal system remains a unified approach across the county and, where possible, across the East Midlands Strategic Health Authority. As a result, I would urge you not to invest in any e-portfolio or appraisal product at this time until we have explored all viable options. The Appraisal & Revalidation Team will not have the capacity to provide administrative support for more than one electronic appraisal/revalidation e-portfolio. Appraisers equally will not have the capability to deal with a variety of appraisal portfolio.

It is strongly recommended you print or save out your appraisal forms and uploaded documents BEFORE 31st October 2010.

Your appraisal documentation can be retrieved as follows:

Pre-appraisal documentation

To save or print your pre-appraisal documentation (Forms 1-3):

1. Log into your account.
2. Access the appraisal year you wish to print by clicking 'Go'.
3. In the dark blue left hand menu, scroll down and click on 'Appraisal Statement' which you will find in the Reviewing information section.
4. Click the 'Preview' icon.
5. Click 'open' to access the document. Click 'Save' to save a copy to your computer.
6. In the Microsoft Word document window, click 'File' at the top of the screen, and then 'Print'.

Post-appraisal documentation

To save or print your post-appraisal documentation (Form 4):

1. Log into your account.
2. Access the appraisal year you wish to print by clicking 'Go'.
3. In the dark blue left hand menu, scroll down to Form 4 - Summary of Discussion or Form 4 - Agreed PDP and click to access summary screen.
4. Click the 'Preview' icon.
5. Click 'open' to access the document. Click or 'Save' to save a copy to your computer.
6. In the Microsoft Word document window, click 'File' at the top of the screen, and then 'Print'.
7. Repeat steps 3-6 as required for the other section of Form 4.

Uploaded documents

A list of documents you have uploaded as evidence into that year's Form 3 is provided in the preview of your appraisal statement. These documents may already be stored on your computer or removable storage device. To save your uploaded documents that are held in ATK:

1. Login to the toolkit as an Appraiser.
2. Click 'Go' on any year to enter.
3. Click 'Document review' on the left hand menu in the Reviewing information section. This will show you a list of ALL your documents arranged by Form 3 headings and by year.
4. Click the document link to open the required document — from here you can save it to your computer or removable storage device.

Additional Comments

- To ensure that your appraisal forms appear in the correct format, print from the preview. Printing from the browser window will result in some information being omitted from the printout.
- To ensure the preview function works correctly, use a Windows PC wherever possible and hold the Ctrl key as you click to override pop-up blockers.

Appraisal Toolkit Team details Email: atkenquiries@schin.co.uk / Telephone: (0191) 243 6127

If you have any queries or questions please feel free to contact Lisa Perry/Dr Carl Egdell who will be happy to help.

Does your appraisal fall during January – March?

If so would you like to change your Appraisal date?

The PCT recognises how busy and hectic it is in the final quarter of the appraisal year, that's why we have written to 214 GP's who are in the last quarter to ask if they would like to bring their appraisal forward to an earlier quarter.

Early indications show that this request has been well received with a number of GP's contacting us to discuss the move.

If you haven't already contacted us and would like to rearrange your appraisal, please contact Sian Myers on 0115 9316153

Multi Source Feedback (MSF)

Article by Dr Shyamal Chatterjee, Locality Lead GP Appraiser

For the purpose of Revalidation all doctors at the moment are to participate in an externally validated MSF. According to NHS Revalidation Support Team (RST) communiqué of September 2009, participation and reflection on Multi Source Feedback (MSF) will be an integral part of the evidence base required to allow doctors to progress towards revalidation. MSF has not yet been finally confirmed by the GMC as being a necessary step for revalidation.

Currently various pilots are being carried out by different organisations ranging from GMC, Academy of Medical Royal Colleges and Universities to commercial organisations. Most of these consist of anonymous web based "tick-box" responses to questions (ranging from 10 to 46) with some free text information which on completion provides a summarised feed back with a selection of free text comments.

RCGP commissioned a study of some of the MSF tools that are available and their suitability for revalidation. They looked at

- GMC Colleague Questionnaire
- Academy of Medical Royal College MSF (360 Clinical)
- Colleague Feedback Evaluation Tool (CFET)
- GP-SPRAT
- 360 Clinical
- Edgumbe 360
- What is a good GP?

In February 2009 when the data was compiled and published, the tools that were found to reflect important Good Medical Practice (GMP) contents were GP-SPRT, 360 Clinical and GMC Colleague Questionnaire. The most psychometrically robust tools were CFET and GMC Colleague Questionnaire. Based on the results of this review GMC CQ was considered best match with GMP competencies and provided best evidence of reliability and validity. However GMC Colleague Questionnaire is still in its draft stage and has not been finalised for general use.

If an individual GP is considering an MSF using one of the available tools, care must be taken to ensure a robust mechanism is in place to support the GP in discussing and acting on the feed back.

Derbyshire County PCT is involved in a pilot using the 360 Clinical and places are still available but interested candidates must register before December 2010 – see below for details.

37 Part Funded Places Available - Use it or lose it!

At present the cost of 50% to an Appraisee is £52.29 (inclusive of VAT) with the other 50% being funded by the PCT. Unfortunately PCT funding will not be available after December 2010.

The agreement we have with 360 Clinical allows any places booked prior to December 2010 to receive their place at the reduced price, you do not have to have completed the MSF process before December 2010

So take advantage while you still can!

If you are interested in taking part or would like further information, please contact James Barker on 0115 9316187

Resolve Staff Support Services – Counselling and Psychological Therapies

Why might I come for counselling?

All of us struggle with certain situations or issues at some point in our lives and talking this through with someone our circle of family and friends and colleagues can often help. An increasing number of people see counsellors nowadays; people come to see us for a wide variety of reason, work and related and/or personal. These may include

- Mediation
- Coaching
- Incident Support
- Psychology Consultation
- Guidance on the manager's role in tackling work-related stress
- Counselling and Psychological Therapy
- Team Development
- Workshops on topics relating to psychology and well-being at work.

Resolve Staff Support Service offer the above psychological services free and under strict conditions of confidentiality. Further details are available on the CPD website or you can contact the Resolve Staff Support Team at Psychology Building, Walton Hospital, Chesterfield, Derbyshire S40 3HW / Telephone: 01246 515951 / Email: resolve@derbyshirecountypct.nhs.uk

Additional evidence for areas of extended practice

Extended practice is an activity that is:

- beyond the scope of GP training and the MRCGP, and that a GP cannot carry out without further training
- undertaken within a contract or setting that distinguishes it from standard general practice (such as work as a GPwSI)
- offered for a fee outside of care to the registered practice population (GP Appraiser, GP Tutor, Teaching, Training, Research, Occupational Medicals, Medico-legal reports, Cosmetic procedures, etc.).

Many doctors do have areas of extended practice and they will be required to demonstrate that they are fit for these roles. In essence 'extended roles' are those for which the GP is remunerated on a regular basis. They should not include occasional (less than once a quarter) activity for which an honorarium is paid (such as delivering continuing education to colleagues or writing opinion articles), but should include all clinical activities undertaken for which any payment is made.

There is a group of common activities for which the supporting information should be straightforward:

- teaching of undergraduates – a statement from the university department
- vocational training – a statement from the postgraduate organisation (deanery etc.) including
- the date and outcome of the last trainer approval visit
- research (including collaboration in research studies) – a statement from recognised research institution(s) involved and a statement from the Research Governance Team in the local PCO
- appraisers – a statement from the employing PCO
- out-of-hours work – a statement from the out-of-hours provider
- GPwSIs under contract to a PCO – a statement from their contracting organisation that they have been accredited for the role.

Are you interested in becoming Appraiser in 2011??

We are seeking experienced GPs to work flexibly with our service and looking to recruit Appraisers for next year.

Do you think you have the skills to carry out appraisals for General Practitioners in a supportive and developmental manner? Do you think you would be able to benefit the GPs and patients through improving skills, knowledge, GP Morale and clinical care? Would you be able to work according to local policy and procedure in carrying out GP appraisals in an organised and timely manner to ensure that appraisal are both developmental and meet the needs of the revalidation of doctors?

The appraisal process is underpinned by a cohort of Appraisers. In order to ensure that the quality of this clinical team is established and maintained, a stringent recruitment and training process is in place (detailed below)

The recruitment process is managed by the Primary Care Appraisal & Revalidation Officer in which expressions of interest must fit the requirements of the Person Specification, Job Description. A reference letter from a peer support is required. If references are satisfactory the candidate will be invited to interview. The interview panel consists of GP Lead Appraiser, Primary Care Appraisal & Revalidation Officer and a Lay Representative. This is a formal process with set interview questions. If the candidate is successful they will be required to attend a funded accredited Appraiser Training programme. This programme will need to be successfully achieved before commencing work as an Appraiser. Once qualified the new Appraiser is assessed on their skills and allocated a Locality Lead GP Appraiser as a Mentor. GP Appraiser training is ongoing development of this role.

For further information / informal discussion, please contact Lisa Perry on 0115 9316126 / email: lisaperry2@nhs.net

Protected Learning Time

As part of the monitoring process we regularly undertake surveys to see how we can improve the appraisal process. It is clear from the feedback process we have received this year that many GPs feel there time for appraisal is not protected. Can we clarify that appraisal and time for appraisal is included for GPs and detailed below outlines the method of payments:-

Principals

The funding for principals to be appraised is in the PMS and GMS baseline. Individual practices vary how they use this funding, however I would strongly recommend it is used to protect time for doctors for preparation for appraisal and for appraisal itself. The guideline for information is available on the CPD Website <http://www.derbyshirecpd.org/>

Salaried & Employed GPs

It is recommended that for salaried and employed GPs, practice should follow agreed BMA guidance. In general, this guidance says that salaried and employed GPs should be given protected time to undertake appraisal. The guideline for information is available on the CPD Website <http://www.derbyshirecpd.org/>

Locums

Locum GPs will receive a payment from the PCT on successful completion of their annual appraisal and submission of the Form 4 and PDP from their allocated Appraiser. Locums will be expected to be able to demonstrate that they have carried out work within NHS Derbyshire County boundaries within the preceding 12 months. Section 10 (6) NHS Performers List Regulations 2004 All GPs are required to keep evidence of their on-going education and learning plans for GMC revalidation purposes and GP tutors and other educators will be key mentors in this activity.

Supporting Information for Appraisal

GPs will need to provide reflection on patient surveys and multisource feedback results and on significant event audits and audits of clinical practice. This can be written in the Form 3 or provided separately in your supporting information. Structured Reflective Templates which can be used to help with these can be found at <http://www.appraisalsupport.nhs.uk/news4.asp?item=08052007090123> or http://www.derbyshirecpd.org/appraisal_revalidation_reflective_templates.htm

Evaluation form for Appraisees - These will be given to Appraisees at the conclusion of the appraisal interview. Copies are also available from Primary Care Appraisal & Revalidation Administrator

Information for Appraisers

Useful information for Appraisers is available www.derbyshirecpd.org

Other Useful documents:

GP appraisal is based upon the concepts contained within this document "**Good Medical Practice for GPs**" available <http://www.gmc-uk.org/guid> http://www.gmc-uk.org/guidance/good_medical_practice/index.asp

Information on Revalidation will be provided on the Revalidation Support Team site <http://www.revalidationsupport.nhs.uk/>

General documents on assuring the quality of GP appraisal [http://www.appraisalsupport.nhs.uk/files2/Assuring the Quality of Medical Appraisal.pdf](http://www.appraisalsupport.nhs.uk/files2/Assuring%20the%20Quality%20of%20Medical%20Appraisal.pdf)

On Line learning resources

www.doctors.net.uk	Excellent GP site good free on line learning modules course completion
www.bmjlearning.com/	BMJ web based learning, free for BMA members, large number of different modules, certificates of completion and pre and post test questionnaires. Registration will get you emails about each new module
www.medic8.com	Well organised site with links to clinical subjects, databases, guidelines and journals.
www.onmedica.net	Free on line interactive case histories and CME modules
www.gplearning.co.uk	Desktop PDP – cost but also lots of free information and downloads on DOH, BMA & RCGP guidelines on appraisal and revalidation, plus free shareware audit tools for Torex Premiere and Synergy, written by a jobbing GP.
www.gpnotebook.co.uk	On line encyclopedia of medicine, you can register for a "tracker" service which logs all the hits you make in a year and regurgitates them on request for inclusion in appraisal documentation/ PLP
www.appraisals.nhs.uk	NHS Appraisal toolkit
www.wisdomnet.co.uk	On line discussion group, links CME modules

Contribute... To contribute to this newsletter, contact Lisa Perry on: 0115 9316126 or email: lisa.perry2@nhs.net – We would appreciate all news on sharing good practice, events and anything you feel your fellow colleagues should know about.

Would you like future newsletters emailed?

If so please contact James Barker jamesbarker@nhs.net with your details.