

**Directorate of Clinical Quality
GP Appraisers Locality Support Meetings 2011 – Minutes**

Wednesday, 2nd February, 1.00pm – 3.00pm, Robert Robinson Room, Scarsdale, Chesterfield

In attendance:

Dr Andrew Matthews, Locality Lead Appraiser (**Chair**)
Dr Sam Chatterjee, Locality Lead Appraiser
Dr Elisabeth Lawrence, GP Appraiser
Lisa Perry, Primary Care Appraisal & Revalidation Officer
Dr Peter Stevens, GP Appraiser
Dr Robert Suchett-Kaye, GP Appraiser
Dr Rachel Tinker, GP Appraiser
Dr Helen Tallantyre, GP Appraiser
Dr Sunil Thomas, GP Appraiser
Dr Ramadas Vasudevan, GP Appraiser

Thursday, 10th February, 7.00pm – 9.00pm, Littlewick Medical Centre, Ilkeston

In attendance:

Lisa Perry, Primary Care Appraisal & Revalidation Officer (**Chair**)
Dr Katherine Bagshaw, GP Appraiser
Dr Avi Bhatia, GP Appraiser
Dr Joanne Cartwright, GP Appraiser
Dr Biddy Connolly, Locality Lead Appraiser
Dr Greg Crowley, GP Appraiser
Dr Lesley Foskett, GP Appraiser
Dr Arvind Mistry, GP Appraiser
Dr Amanda Portnoy, GP Appraiser
Dr Sudhir Ramchandran, GP Appraiser
Dr Anne Tompkinson, GP Appraiser
Dr Gail Walton, Locality Lead Appraiser

Wednesday, 16th February, 7.00pm – 9.00pm, Gresleydale Healthcare Centre, Swadlincote

In attendance:

Dr Biddy Connolly, Locality Lead Appraiser **(Chair)**
Dr Gail Walton, Locality Lead Appraiser
Lisa Perry, Primary Care Appraisal & Revalidation Officer
Dr Brian Hands, GP Appraiser
Dr Fraser Binnie, GP Appraiser
Dr Jenny Redferne, GP Appraiser
Dr Ruth Hewitt, GP Appraiser
Dr Dominic Hewitt, GP Appraiser
Dr Binay Kumar, GP Appraiser
Dr Monica Hannon, GP Appraiser

Monday, 21st March, 7.15pm – 9.00pm, The Lodge, Whitworth Hospital, Matlock

In attendance:

Dr Andrew Matthews, Locality Lead Appraiser **(Chair)**
Dr Ilona Bendefy, GP Appraiser
Dr Sudeep Chawla, GP Appraiser
Dr Juliette Cottrell, GP Appraiser
Dr Charlotte Doig, GP Appraiser
Dr Rosemary Hickman, GP Appraiser
Dr Louise Moss, GP Appraiser
Lisa Perry, Primary Care Appraisal & Revalidation Officer
Dr Jonathon Smith, GP Appraiser

Apologies:

Dr David Riddell, GP Appraiser
Dr Thomas Humphries, GP Appraiser

1. Apologies, Introductions, & Welcome

Introductions were made. The Locality Leads welcomed Dr Vasudevan, Dr Lawrence and Dr Kumar to the meeting as new Appraisers.

2. Revalidation Update

Lisa Perry stated that the Responsible Officer became statutory on 1st January 2011 and that Dr Paul Cook, Medical Director is now the Responsible Officer for Derbyshire County. Dr Cook will be responsible for performance, clinical governance and appraisal. Dr Cook will be attending the June support meetings.

The Eportfolio feedback has been circulated to all Appraisers along with the RCGP Guide to Revalidation Version 5.

3. Outstanding appraisals still to be completed by 31st March 2011

As at 2nd February – 262 appraisals are still outstanding
As at 10th February – 262 appraisals are still outstanding
As at 16th February – 217 appraisals are still outstanding
As at 21st March – 65 appraisals are still outstanding

All appraisals must be completed by 31st March.

4. Options available

Lisa circulated information detailing appraisal numbers that should be completed throughout the appraisal year. Table 1 (Attached) shows that only half the appraisals are being completed each month and leaving a high number of appraisals to be completed in the last quarter. Table 2 (Attached) is the prediction for each month starting from 1st April 2011 showing no appraisals in March. Therefore appraisals from October have been brought forward by a month. All appraisals must be completed by 31st March.

Locality Lead Role

The role of the Locality Leads is to provide advice and support to Appraisers. Appraisers were encouraged to contact the Locality Lead in their area.

Paperwork Deadline

Lisa stated that all appraisals must be completed by the 31st March. The Revalidation Support Team has released a new self assessment exercise – now called Organisational Readiness Self Assessment (ORSA). This builds upon a previous self assessment. One of the requirements is receiving the appraisal paperwork within the required timeframe. As you know the appraisal year runs from 1st April to 31st March. The new proposal is that the appraisal discussion/PDP has to be signed off within the 3 weeks deadline. Any paperwork received after the 27th April 2011 would be counted as an incomplete appraisal and will be included in the audit of missed appraisals. If an appraisal completed after March and dated 31st March will now be classed as a clinical governance issue.

Discussion took place regarding the delay with Appraisees not signing their appraisal within the required deadline. Lisa talked through a process and will amend the Appraisal Detail Form accordingly. (Form attached for information)

5. Performance Feedback

Appraiser Feedback

The Appraiser feedback form has been circulated to all Appraisers to complete and return by the end of February. This will enable the Appraisal Team to improve the service.

Appraisee Feedback Form – 1st April 2011 to 31st March 2012

The Appraisee feedback form for the next appraisal year has been reviewed and condensed. It was felt that the form had duplicate questions in the PDP section. Lisa agreed to make the amendments and will circulate a copy with the minutes for information (Attached). Electronic and hard copies will be circulated shortly.

Audit Results

Every appraisal is being audited by the Locality Leads and it was noted that there is a high standard of form 4's. There were only a few that were borderline and only minor points. The results will be shown at the June meetings.

6. Appraiser Profiles

It was discussed at the Lead Management Team Meeting that it would be a good idea for Appraisers to have a short profile on the PCT website to give Appraisees information and a background of the Appraiser that would be doing their appraisal. This will also be sent to new GPs joining and will also go out in next years allocation letters. One GP Appraiser requested their profile not to be detailed on the internet

7. Training needs for next year?

Suggestions were:

- Focus on challenging appraisals and SMART PDPs
- Appraisal paperwork (Good and Bad examples)
- E-portfolio Toolkit
- Structured Reflective Templates (Good and Bad examples) – Helping Appraisees / Developing reflection
- Audit guidance – Appraiser skills for challenging audit processes (Judgement call – Clinical entity)
- Advisory Guidance ie Contraception implant and IUCD fitters
- Lack of evidence – (Process)
- Significant Event Audits ie making judgements (the development of the process, what we are looking for, areas that may be cause for concern and when to discuss/refer on)
- Medical Research (Commercial) - Awareness
- Advisory role of Appraisers – all giving the same information

8. Recruitment of New Appraisers

As a Team we need to increase Appraiser numbers especially in the south of the county. Lisa asked the Appraisers to let her know if they know of anyone that may be interested. There will be an advert going out in the vacancy bulletin.

9. Crib Sheet

This has been collated by one of the new Appraisers. The Appraisers thought that the crib sheet is a very useful and comprehensive document and some Appraisers had already started to use as a guide.

10. Difficult Appraisals

Those who had not completed the training were encouraged to attend. Positive feedback from Appraisers who recently attended the course.

11. Medical Appraisal Framework

For information. Formerly strengthening medical appraisal- . Still very much at the pilot stage and will be implemented in the future. Based on the GMC document Good Medical Practice. Appraisal as it is was originally structured on the seven domains of Good Medical Practice. The behaviours listed under the seven key domains of GMP have been regrouped under 4 new domains by the GMC.

12. Sharing Ideas

It was thought that this would be a good opportunity for Appraisers to share ideas and provide useful tips.

- Prior to conducting an appraisal a standard letter template is sent to the Appraisee before the appraisal reminding them of the date, time and what evidence expecting to see. (Attached for information)
- It was thought that structured reflective templates would be useful which could be used to discuss if unsure of a difficult appraisal. The Locality Leads are a point of contact if Appraisers have any problems.
- Appraisers thought that it would be a lot easier to make contact with Appraisees if they had an email address. When a new GP joins the Appraisal Team contact details are obtained and included in the Directory. Lisa stated that a guide will be produced on how to search the document for relevant GPs and will be circulated shortly. The GP Directory does not include Locum GPs. Locum GP details will be included on the quarterly activity report.
- Appraisers' signpost Appraisees to the CPD website which provides useful information
- The Appraisal and Revalidation Newsletter – To help with circulating information to Appraisees any Frequently Asked Questions will be detailed in each issue
- The use of a blank PDP – The PDP template is written by the Appraisee during the appraisal interview with the input from the Appraiser to ensure it is SMART.

- A summary checklist of essential evidence for appraisal (Attached for information)

13. Any Other Business

None to report.

14. Date and Time of Next Meeting

North

Wednesday, 22nd June 2011, 7.00pm – 9.00pm, Conference Room, Dunston Innovation Centre, Dunston Road, Chesterfield S41 8NG (Evening buffet available from 6.30pm)

South

Tuesday, 28th June 2011, 7.00pm – 9.00pm. Seminar Room, Littlewick Medical Centre, 42 Nottingham Road, Ilkeston, DE7 5PR (Evening buffet available from 6.30pm)

Update Training (Promoting Professional Development)

Thursday, 22 September 2011 – B2net Stadium, 1866 Sheffield Road, Whittington Moor, Chesterfield, Derbyshire, S41 8NZ