

This is what to enter into your  
internet browser to access the  
system

[https://rms.wsybcsu.nhs.uk](https://rms.wsybcsu.nhs.uk/login.aspx)  
[/login.aspx](https://rms.wsybcsu.nhs.uk/login.aspx)

# Logging in as an appraiser

The screenshot shows a web browser window with the URL <https://rms.wsybcsu.nhs.uk/login.aspx>. The page title is "NHS Revalidation Management System" and the sub-header is "Sign in to your account". The login form includes a "Log in" heading, a "Username:" field containing "RenfrewC", a "Password:" field with masked characters, a "Log In" button, and a "[Forgotten Password](#)" link. A large green arrow points from the text "Enter Name and Password" to the username field. A green text box contains the question "Where do I get this information from?" and the answer: "Prior to today's event, everyone will have been sent two emails, one with their log in and one with their password – you will change this to a password of your own choice when you first log-in – please note you have to choose one of the symbols shown on the password page as part of your password."

Enter Name and Password

Where do I get this information from?

Prior to today's event, everyone will have been sent two emails, one with their log in and one with their password – you will change this to a password of your own choice when you first log-in – please note you have to choose one of the symbols shown on the password page as part of your password.

# Things to note on the opening screen

The screenshot shows the NHS Revalidation Management System interface. At the top, the browser address bar displays the URL `https://rms.wsybcu.nhs.uk/GPAppGPandAppraisal`. The page header includes the system name and the user's login information: "Logged in as Dr Christopher Renfrew Logout / Change Password" and "Designated Body is NHS England (Arden, Herefordshire and Worcestershire Area Team)".

The navigation menu contains four tabs: "My Record", "My Appraisals", "Revalidation Summary", and "Acting as Appraiser". The "Acting as Appraiser" tab is currently selected.

The main content area is titled "Appraisal Summary - Dr Christopher Renfrew (2838641)". Below this, there is a year selection bar with options for 2012/13, 2013/14, 2014/15 (highlighted), 2015/16, and 2016/17.

On the left side, under "Revalidation information", the "Revalidation Period" is "09/05/2013 to 08/05/2018" and the "Appraisal Year" is "2014/15". The "Appraisal Year Status" is set to "Appraisal Required".

On the right side, under "Quick links", there are links for "Doctor Record", "Appraisal Output Summary", "Setup Colleague Questionnaires", and "Submit Feedback".

At the bottom of the main content area, there are sections for "Doctor" and "Appraiser". The "Doctor" section contains a redacted name "XXXXXXXX" with a green arrow pointing to it from the text "Your own info". The "Appraiser" section contains the name "Dr Suzanne Walker" and a redacted name "XXXXXXXX" with a green arrow pointing to it from the text "Your own info".

The footer of the page includes the text "Created by ButteryY 19/06/2014 13:06" and "v4.2.7 RMS © West and South Yorkshire and Bassettlaw Commissioning Support Unit (2014). All Rights Reserved." The Windows taskbar at the bottom shows the system tray with a battery level of 96% and the date "26/09/2014".



# Which tab to click on?

The screenshot shows the NHS Revalidation Management System interface. The browser address bar displays "https://rms.wsbcsu.nhs.uk/GPAppGPandAppraisalManagement/ActingAsAppraiser.aspx". The page title is "NHS Revalidation Management System". The navigation menu includes "My Record", "My Appraisals", "Revalidation Summary", and "Acting as Appraiser". The "Acting as Appraiser" tab is highlighted with a green box and the text "This is the tab that you need to click on". Below the navigation menu, the page shows "Appraisal Summary - Dr Christopher Renfrew (2838641)". A horizontal navigation bar displays appraisal years: "2012/13", "2013/14", "2014/15", "2015/16", and "2016/17". The "2014/15" year is highlighted with a green box and the text "Appraisal year". Below this, the "Revalidation information" section includes "Revalidation Period: 09/05/2013 to 08/05/2018" and "Appraisal Year: 2014/15". The "Appraisal Year Status" is set to "Appraisal Required". The "Appraisal Details" section is expanded, showing "Doctor" information (Name: Dr Christopher Renfrew, Email: chris.renfrew@hotmail.com, Phone: 01684 773467, 07525 460556) and "Appraiser" information (Name: Dr Suzanne Walker). A green box with "XXXXXXXX" is placed over the appraiser's name. To the right, a green box contains the text "This will provide a grid of all your allocated appraisees for the year since April 2014". The footer shows "Created by ButteryY 19/06/2014 13:06" and "v4.2.7 \* RMS \* © West and South Yorkshire and Bassetlaw Commissioning Support Unit (2014). All Rights Reserved." The Windows taskbar at the bottom shows the system tray with a battery level of 96% and the date/time "17:00 26/09/2014".

Ignore these boxes

This is the tab that you need to click on

Acting as Appraiser

Appraisal Summary - Dr Christopher Renfrew (2838641)

2012/13 2013/14 2014/15 2015/16 2016/17

Appraisal year

Revalidation information »

Revalidation Period  
09/05/2013 to 08/05/2018

Appraisal Year  
2014/15

Appraisal Year Status  
Appraisal Required

Appraisal Details

Contact Details

Doctor »

Name - Dr Christopher Renfrew  
Email - chris.renfrew@hotmail.com  
Phone - 01684 773467, 07525 460556

Supporting Documents

Communication Log

Appraiser »

Name - Dr Suzanne Walker

XXXXXXXX

This will provide a grid of all your allocated appraisees for the year since April 2014

Created by ButteryY 19/06/2014 13:06

https://rms.wsbcsu.nhs.uk/GPAppGPandAppraisalManagement/ActingAsAppraiser.aspx

v4.2.7 \* RMS \*  
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96% 17:00  
26/09/2014

# Grid of all allocated appraisals

Proposed Appraisal Month	Appraisal Status	Appraisal Date	Names of appraisees	Designated Body	Appraisal Type	Revalidation Date		
April 2014	Completed	25-04-2014	* * * * *	NHS England (Arden, Herefordshire and Worcestershire Area Team)	Doctor Appraisal	18-06-2014	View	Revalidation Summary
April 2014	Completed	15-04-2014	* * * * *	NHS England (Arden, Herefordshire and Worcestershire Area Team)	Doctor	09-02-2016	View	Revalidation Summary
April 2014	Completed	24-04-2014	* * * * *	NHS England (Arden, Herefordshire and Worcestershire Area Team)		15	View	Revalidation Summary
May 2014	Completed	09-05-2014	* * * * *	NHS England (Arden, Herefordshire and Worcestershire Area Team)		17	View	Revalidation Summary
May 2014		29-05-2014	* * * * *	NHS England (Arden, Herefordshire and Worcestershire Area Team)		18	View	Revalidation Summary
May 2014		16-05-2014	* * * * *	NHS England (Arden, Herefordshire and Worcestershire Area Team)		15	View	Revalidation Summary
May 2014		15-05-2014	* * * * *	NHS England (Arden, Herefordshire and Worcestershire Area Team)	Doctor Appraisal	28-01-2019	View	Revalidation Summary
June 2014		17-06-2014	* * * * *	NHS England (Arden, Herefordshire and Worcestershire Area Team)	Doctor Appraisal	09-12-2015	View	Revalidation Summary
June 2014		30-06-2014	* * * * *	NHS England (Arden, Herefordshire and Worcestershire Area Team)	Doctor	25-06-2018	View	Revalidation Summary
June 2014	Awaiting documentation	13-06-2014	* * * * *	NHS England (Arden, Herefordshire and Worcestershire Area Team)				
July 2014	Completed	05-08-2014	* * * * *	NHS England (Arden, Herefordshire and Worcestershire Area Team)				
July 2014	Completed	09-07-2014	* * * * *	NHS England (Arden, Herefordshire and Worcestershire Area Team)				
July 2014	Completed	18-07-2014	* * * * *	NHS England (Arden, Herefordshire and Worcestershire Area Team)				
July 2014	Completed	25-07-2014	* * * * *	NHS England (Arden, Herefordshire and Worcestershire Area Team)				
September 2014	Awaiting documentation	01-10-2014	* * * * *	NHS England (Arden, Herefordshire and Worcestershire Area Team)				
September 2014	Awaiting documentation	26-09-2014	* * * * *	NHS England (Arden, Herefordshire and Worcestershire Area Team)				
September 2014	Awaiting documentation	16-09-2014	* * * * *	NHS England (Arden, Herefordshire and Worcestershire Area Team)	Doctor Appraisal	12-02-2016	View	Revalidation Summary

**Appt #1** On the line of a particular appraisee doctor, click on 'view' in the previous screen to add, or update the appointment details in this, the next screen

https://rms.wsybcsu.nhs.uk/GPAppGPandAppraisal

Sign in to Office 365 Dashboard Outlook.com - chris.renfrew@... NHS Revalidation Manage...

File Edit View Favorites Tools Help

Page Safety Tools

### NHS Revalidation Management System

Logged in as Dr Christopher Renfrew Logout / Change Password  
Designated Body is NHS England (Arden, Herefordshire and Worcestershire Area Team)

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

Appraisal Summary -  
Back \*\*\*\*\*

2014/15

Revalidation information » Quick links »  
Revalidation Period 01/04/2013 to 09/02/2016 [Appraisal Output Summary](#)  
Appraisal Year 2014/15  
Appraisal Year Status Appraisal Required

**Appraisal Details**

Contact Details

Doctor » \*\*\*\*\*

Appraiser »  
Name - Dr Christopher Renfrew  
Email - chris.renfrew@hotmail.com  
Phone - 01684 773467, 07525 460556

Supporting Documents  
Upload a document

Communication Log  
Cancel

96% 11:46 30/09/2014



## Appt#2 Enter or modify the exact date

**NHS Revalidation Management System** Logged in as Dr Christopher Renfrew Logout / Change Password  
Designated Body is NHS England (Arden, Herefordshire and Worcestershire Area Team)

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

Appraisal Details - \*\*\*\*

Save Cancel

Appraisal Year 2014/15  
Doctor  
Revalidation Due Date \*\*\*\*  
Appraiser Renfrew Christopher 2839641  
Proposed Appraisal Month November 2014  
Appraisal Date  
Appraisal Status No appraisal date provided  
Appraisal Completed  Not Recorded  
Date Appraisal Set To Completed  
Documents Due Back Date  
Documents Actual Date Received  
Days after Appraisal Date Documents Returned 0 days

Created by butteryy 11/08/2014 16:51 Modified by butteryy 11/08/2014 16:51

Save Cancel

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96% 11:55 30/09/2014

Enter agreed appraisal date here

NB the appraisal date for completed appraisals will already have been entered

Don't forget to click on 'save'

# Revalidation Summary

- o When you log in to book the appointment date
- o Check the 'Revalidation Summary' and any info re; GMC revalidation status
- o This may have some information re: the appraiser that requires discussion





# Appraisal Meeting

Once appraisal is completed, click on 'view' and then  
Click on 'Appraisal Output Summary' to add the output from the  
appraisal meeting

The screenshot shows the NHS Revalidation Management System interface. The browser address bar displays the URL: <https://rms.wybcnu.nhs.uk/GPAppGPandAppraisal>. The user is logged in as Dr Christopher Renfrew. The navigation menu includes 'My Record', 'My Appraisals', 'Revalidation Summary', and 'Acting as Appraiser'. The 'Acting as Appraiser' section is active, showing 'Appraisal Summary - [redacted]' and a 'Back' button. A green box with five asterisks is overlaid on the page. A yellow bar indicates the appraisal year '2014/15'. Under 'Revalidation information', the 'Appraisal Year Status' is set to 'Appraisal Required'. A 'Quick links' section contains a link for 'Appraisal Output Summary', which is highlighted with a green box and an orange arrow. A larger green box with white text says 'Click here to activate the next screen'. The system also displays 'Appraisal Details', 'Contact Details', 'Doctor' information (with a redacted name), 'Supporting Documents' (with an 'Upload a document' button), and a 'Communication Log' (with a 'Cancel' button). The Windows taskbar at the bottom shows the date as 30/09/2014 and the time as 11:46.

# 'Appraisal Output Summary'

## Once you have completed the appraisal

https://rms.wybcsu.nhs.uk/GPAppGPandAppraisal/ Sign in to Office 365 Outlook.com - chris.renfrew@... NHS Revalidation Manage...

File Edit View Favorites Tools Help

Save Cancel

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

Quality Improvement Activity  Notes:

Sufficient Continuing Professional Development (Annual compliance)  Notes:

Number of CPD credits:

Significant Events (Annual compliance)  Notes:

Complaints and Compliments Review (Annual compliance)  Notes:

**Feedback**

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

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

**Scope of Work (Other Roles)**

Was some evidence submitted for ALL roles?  Notes:

**Probity**

Probity declaration confirmed (ticked on MAG form)?

**Health**

Health declaration confirmed (ticked on MAG form)?

**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)  Notes:

Appropriate supporting information has been presented in accordance with the Good Medical Practice Framework for appraisal and revalidation and

Select (yes/no) and qualify (if necessary) with entry into the notes box. Don't forget to enter CPD points. **NB you will be unable to edit these comments once submitted.** NB Also need to know the DATES of colleague and patient feedback, as you will be prompted to fill in a date box after entering 'yes' to the 'MSF' and 'PSQ' questions. **SAVE!**

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# MAG statement guidance

Health

Health declaration confirmed (ticked on MAG form)?

**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)  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)

A review that demonstrates progress against last year's personal development plan has taken place (MAG 3)

An agreement has been reached with the doctor about a new personal development plan and any associated actions for the coming year (MAG 4)

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

Annual Status

Annual Status

Save Cancel

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'MAG' (Medical Appraisal Guidance) statements are the statements that we sign off at the end of every appraisal on whichever toolkit we complete the appraisal on. This just needs to reflect what you have stated on the appraisal documentation (ie agree/disagree). The colour bar at bottom reflects the overview of the annual status (grey = no evidence yet on the system, red = not ready, orange = partially ready & green = fully revalidation ready)

# Revalidation Summary

The screenshot shows the NHS Revalidation Management System interface. The browser address bar displays <https://rms.wsybcsu.nhs.uk/GPAppGPand...>. The page title is "NHS Revalidation Management System". The user is logged in as "Dr Christopher Renfrew" and is acting as an appraiser. The navigation menu includes "My Record", "My Appraisals", "Revalidation Summary", and "Acting as Appraiser". The "Revalidation Summary" section is active, showing a "Back" button and a "2013 - 2016" period selector. Below this is a table with columns for "2014/15" and "Overall", and rows for "QIA", "CPD", "SEA", "Comp.", "MSF", "PSQ", "MAG1", "MAG2", "MAG3", "MAG4", "MAG5", and "A/S". A green box highlights the "MSF" column in the "Overall" row. A callout box points to the "Revalidation Summary" tab and the "MSF" column, explaining their function.

Validation Period Audit Trail

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Click on the 'Revalidation Summary' box to review what you have entered about the appraisee doctor. View their progress toward revalidation. Hover over cross hatched boxes to view any comments that you have made (nb can't 'hover' with iPad)

# Recap; Top Tips

- o Log in to book appraisal date and check flag re **GMC** revalidation status
- o Remember **password** to get access - needs altering every 3 months so if a gap between appraisals may be an issue
- o Before going to meet appraisee **recheck flag status**
- o Make note of **dates of MSFs, no. of SEAs** and **CPD points** so that you can enter this info onto the grid
- o **SAVE** entries



# Final Notes

- o Disregard 'colleague questionnaire' facility
- o Disregard 'supporting documents'
- o Disregard 'communication log'
- o If using an iPad – you can't hover over a box with mouse and see its content as on a PC
- o <https://rms.wsybcsu.nhs.uk/login.aspx>

Is the log in screen address so you can get into this programme. Save it as a short cut on your computer.

