

## An introduction to the Appraisal and Revalidation team

We are the team that will be helping you through your annual appraisal and the revalidation process.

Please do not hesitate to contact members of the team if you have any queries and we will endeavour to help you.

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Please contact us at [England.bnsssg-appraisal@nhs.net](mailto:England.bnsssg-appraisal@nhs.net) if you need support from any of the team.

## **When to have your appraisal**

In line with the national policy you should have an appraisal every 9-12 months. A large number of our doctors had an appraisal in the last quarter of the year and this is unsustainable. Therefore, it may be necessary for your appraisal to be brought forward by one or two months. You will then be allocated an appraisal month which will remain fixed. This is to ensure that each appraiser has the capacity to deliver their allocated appraisals, whilst working within the maximum numbers they have requested, and ensuring continuity for doctors they have appraised in previous years. You may have your appraisal *before* this date (up to 3mths) but it may not move *beyond* this date except in exceptional circumstances e.g. if you are unable to have an appraisal due to ill health or long term leave. Please contact the office as soon as possible to request an appraisal deferment application form if this is the case. The application to defer your appraisal will be considered by the team.

## **Allocation of an appraiser**

You will now be allocated an appraiser. Your appraiser will make contact with you approximately 6-8 weeks before your allocated month to book a convenient date and venue for your appraisal. If you have had the same appraiser on three consecutive occasions or you have a conflict with your allocated appraiser, please contact the office and we shall arrange for you to be reallocated.

## **Method of Appraisal**

The BNSSSG Area Team do not mandate the use of any particular toolkit. However, our appraisers are familiar with the use of [RCGP ePortfolio](#), [Clarity](#) and [Severn Appraisal Toolkit](#) or if not using a toolkit the [Model Appraisal Form \(MAG\)](#).

## **GMC Online**

If you have not already done, so we suggest that you set up a GMC online account, more information regarding this can be found at the following link:

[http://www.gmc-uk.org/doctors/information\\_for\\_doctors/gmconlinehelp.asp](http://www.gmc-uk.org/doctors/information_for_doctors/gmconlinehelp.asp)

## **BNSSSG Appraisal Website**

This website gives all the information about appraisals including profiles of appraisers, forms for appraisal and other resources. Any changes to the process will also be posted on the website.

[BNSSSG Medical Appraisal and Revalidation System](#)

## Booking and completing an appraisal: the process

Allocation of Appraiser and month of appraisal



Contact by your allocated appraiser to arrange a mutually agreeable date, time and venue for your appraisal



Inform the appraiser office of the date of your revalidation and method of appraisal  
i.e. RCGP, Clarity, SAT, MAG



Complete your appraisal evidence and submit to your appraiser at least 2 weeks before the appraisal discussion.



Appraisal discussion takes place



Once your appraisal has taken place, your appraiser will write a summary of the appraisal – usually at the time of the appraisal – and sign off the appraisal. It is important to note that this needs to be accepted by you and submitted on the toolkit within 28 days of your appraisal taking place. Please note that the appraisal is not deemed complete until this has happened.