

Welcome to the Summer 2015 Edition of Appraisal Matters.

This newsletter is the first edition for GP Appraisers in the newly formed NHS England South (South West) region and will be a platform to update you on relevant topics such as: Appraisal summary guidance, full scope of GP role(s), Safeguarding, Appraiser recruitment and appraisal tips.

As we are now working from various sites across the region, we have included a contact list for the wider Appraisals and Revalidation Team on the last page of this newsletter for your information.

### GP scope of work

As you know, you need to appraise **all roles** that a doctor may have during their appraisal (e.g. CCG, university), and evidence should be recorded each year for roles that are a substantial part of the GP's portfolio (to include an annual appraisal/review by the employing organisation) .

Where these details **are not** available to present as evidence *prior to an appraisal taking place*, information on these roles should now be completed on the attached '[Structured reference for appraisal/revalidation for GPs in other roles](#)' document.

This document will also be available to download from our appraisals websites at: [www.doctordevcorn.info](http://www.doctordevcorn.info) (for Devon and Cornwall) and at: <http://bnssg-mars.weebly.com/> (for Bristol, North Somerset, Somerset and South Gloucestershire).

### Safeguarding

All GPs should have completed the Level 2 Child Safeguarding training, and be working towards Level 3\*. Level 3 training will need to be undertaken every three years, whilst Level 2 should be completed annually where possible. Over a three-year period, professionals should receive refresher training equivalent to a minimum of 6 hours (for those at Level 3 core this equates to a minimum of 2 hours per annum).

The NHS England Area Team has now funded online training from the National Skills Academy for Health, and is available via: <http://www.nsahealth.org.uk/e-learning/courses-we-offer/60-safeguarding-children-nhs-organisations> (summary document attached).

In the meantime, you may also access the 'experiential' template which is listed under the 'Learning Resources and Templates' section on our website. Alternatively, the national intercollegiate document entitled '**Safeguarding Children and Young people: roles and competences for health care staff**' - March 2014' can be viewed on our websites or via: <http://www.rcpch.ac.uk/child-protection-publications>

All newly qualified GPs will have completed the Level 3 training within their CCT. It is also now a requirement to have completed Level 3 Safeguarding training prior to registration on the Medical Performers List.

## Appraisal Updates

- Please ensure that your Appraisees remove any third party identifiable information from their documentation - particularly patients, but also relatives, staff and colleagues.
- All Appraisers in the North and South of the region now have access to the RMS (although we appreciate that there are a few Appraisers who have yet to complete their training). Thank you to the appraisers who are using this system – it has made a fantastic difference to the administration team and the appraisal leads.
- If using a MAG form please ensure that it has been locked down before uploading it.
- Please remember to enter booked appraisal dates onto RMS as soon as you have them.
- The complete summary from appraisals done on Clarity/RCGP can be uploaded as a PDF onto RMS – and you no longer need to put the summary of discussion onto the MAG form. This will eliminate the need for a separate MAG to be completed to accompany your Clarity summary.  
*(Note: for the North Team - if using the SAT appraisal system, only the summary discussion needs to be uploaded onto the RMS)*
- We have started to use post-appraisal feedback forms from RMS for Appraisees in the South. These will be generated automatically once summaries have been uploaded onto RMS. Please ask Clarity/RCGP users **not** to complete the Clarity feedback (unless they want to do 2 feedback forms!)
  - Appraisers can view their Appraisee feedback via the 'Acting as Appraiser' box on the RMS (access through the 'Appraisal Feedback Summary' tab on the top left hand side of this screen)
  - The North Team will continue to use the current Clarity and SAT feedback forms for the 15/16 appraisal year.
- Don't be afraid to 'disagree' with sign off statements if that is appropriate – but do explain why you have done so.
- If the appraisal is the last before revalidation, then indicate in the summary whether or not the doctor is 'revalidation ready'.
- **GP Appraisal Policy**—effective 1st April 2015  
The revised national appraisal policy and appendices can be accessed via this link:  
<http://www.england.nhs.uk/revalidation/appraisers/app-pol/>

*Should an appraisal need to be postponed, please consult Annex D of the Policy. A Word-format document can be obtained from the administration team for ease of completion.*

Kindly note that in Devon and Cornwall from 1st April 2016, we will no longer be able to offer our Appraisees a choice of Appraiser as we have done in previous years (as per section 6.3.1.5 of the policy above) but will continue to allocate Appraisers in a considerate manner.

## Appraisal Updates (continued)

- **Occupational Health update**

Funding for Occupational Health services is still available for GPs in relation to performance concerns or needles-stick injuries. If you have a query regarding service availability or a concern about a doctor which you would like to discuss in confidence, please contact Dr Liz Thomas (Deputy Medical Director) via: [liz.thomas2@nhs.net](mailto:liz.thomas2@nhs.net).

- **Appraiser guidance**

We have adapted some guidance on writing appraisal summaries. A copy is attached and it summarises information based on current appraisal guidance from NHS England, the GMC, and the RCGP. This is not a guide for conducting appraisals, but includes all the important issues that should be covered in your summaries.

The South Team have adopted the new PROGRESS tool for quality assuring summaries - a copy is attached.

The North Team will continue to use the EXCELLENCE quality assurance tool which the Deanery is using to quality assure appraisals.

- **GP Appraiser contracts**

The revised 2015/16 GP Appraiser contracts have now been sent out for signature. Thank you to those Appraisers who have returned their signed contracts to us. For those which are still outstanding, please note that we only require the signed back page of the contract for our records (scanned copies are acceptable).

- **GP Appraiser payments**

Another 'thank you' to you all for your patience whilst the administration teams correlate the information required to process the 2015/16 GP appraiser payments for the first quarter (April to June 2015). Our Finance Team have processed the payments to Appraisers paid via their practice, and the invoice templates for those GPs paid into private accounts have been emailed out with details of the individual calculations (including superannuation contributions where applicable).

'Locum A' pensionable income forms should be sent to the administration team for completion *each quarter* in relation to the invoice raised.

- **The national GP Induction & Refresher Scheme (2015—2018)**

Guidance can be found at: <http://www.england.nhs.uk/commissioning/wp-content/uploads/sites/12/2015/03/gp-induction-refresher-scheme-upd.pdf> and is a useful reference document should a GP be thinking of taking some time away from General Practice.

Please find below the contact details for all Medical Appraisal Team staff members:

### Medical Appraisal Team contact details

Dr Kate Staveley (Assistant Medical Director / RO - Revalidation) email: [kate.staveley@nhs.net](mailto:kate.staveley@nhs.net)

#### Appraisal Leads:

##### North:

Dr Peter Saunders - email: [peter.saunders2@nhs.net](mailto:peter.saunders2@nhs.net)

##### South:

Dr Jill Millar – email: [jill.millar@nhs.net](mailto:jill.millar@nhs.net) or tel: 07928 322447

Dr Peter Wood – email: [p.wood2@nhs.net](mailto:p.wood2@nhs.net) or tel: 01647 433320 (work) or 07905 093877

Dr Tim Alexander – email: [tim.alexander@doctors.org.uk](mailto:tim.alexander@doctors.org.uk) or tel: 01752 776772 (work)

Dr Neil Davidson – email: [neil.davidson3@nhs.net](mailto:neil.davidson3@nhs.net) or tel: 07962 228778

#### Appraisal and Revalidation Manager:

Lynne Bradshaw - email: [lynne.bradshaw2@nhs.net](mailto:lynne.bradshaw2@nhs.net) or tel: 0113 824 8951 / 07976 961909

#### Administration team:

##### North:

Generic email address: [england.bnsssg-appraisal@nhs.net](mailto:england.bnsssg-appraisal@nhs.net)

Vicky Bawn - tel: 0113 824 8129

Elizabeth Audsley - tel: 0113 825 3626

Maria Campus - tel: 0113 824 7466/8129

##### South:

Generic email address: [appraisals.devcorn@nhs.net](mailto:appraisals.devcorn@nhs.net)

**Devon/Plymouth/Torbay:** Lesley Phillips / June Gardener – tel: 0113 824 8819

**Cornwall:** Sarah Appleby - tel: 0113 825 3145

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***For any performance concerns***, please contact Dr Liz Thomas (Deputy Medical Director)  
via email at: [liz.thomas2@nhs.net](mailto:liz.thomas2@nhs.net)

Kindly note that with effect from Monday 13th July, Vanessa White (Appraisal Administrator, South Team) will be taking up a short term secondment to the Nursing Directorate, with Lesley, Sarah and June continuing to support the GP Appraisers in Cornwall in her absence.