**Instructions for appraisers using the on line appraisal and revalidation system:**

You will get an email with your user name and link to the system, save the link for future use. You need to make up a password which contains at least one each of the following: a capital letter, a lower case letter, and a symbol.

Logging in will take you to your own home page. You can add to your personal details by clicking on the ‘my GP record’ tab.

Find your appraisees by clicking on the ‘Acting as Appraiser’ tab.

To add an appraisal date click ‘View’ on the doctor’s row, the ‘appraisal details’ and add the date, then Save.

To add their appraisal documentation (completed MAG form and checklist) go down that same page and ‘Upload a document’ (‘Choose file’, ‘Choose’, ‘Upload’) – MAG forms can take a while if they are big. Be patient.

Then, under ‘quick links’ – upper right side of page – click ‘Appraisal output summary’ – and complete each item.

Under ‘Quality improvement activity’ (QIA) – you will usually click ‘yes’ – then use the box to itemise what they have presented – eg ‘1 audit, 2 SEAs and 1 case review’….or whatever they have done. If NO QIA then click ‘no’.

Under CPD – usually click ‘yes’ and enter the number of credits in the box.

SEA – use for SIRIs or SUIs – not for GP style SEAs. Usually click ‘yes’ – indicating that you have enquired about them and discussed – and then in the box write ‘no SUIs this year’ – or if they HAVE had a SUI specify what it was.

Complaints and compliments – usually click ‘yes’ to indicate you have discussed – then specify what complaints, if any, they have had in the year. If none, specify ‘no complaints declared’.

MSF and PSQ – if they have done one click ‘yes’ and enter the date it was done if it was in their current revalidation cycle – even if it was a couple of years ago.

Scope of work – if you need to click ‘no’ for this you will find you cannot agree to output statement 2. – But if it is the case, do click ‘no’. However for minor roles then I would count discussion of the role as adequate evidence in some years, as long as they have brought specific evidence in other years.

I hope the rest is self explanatory.

Don’t forget to Save once you have done it. However – once you have saved you cannot edit what you have done, so don’t start the summary till you are ready to complete it.