

## 2013/14 Medical Revalidation

### Update two

#### Appraisal and revalidation update

We are now just over halfway through year one of medical revalidation.

In our last update we highlighted that in 2012/13 over 95% of GPs in our region had taken part in the appraisal programme. However, you will appreciate that it is important, both to support your development and enable you to achieve your medical revalidation, that all doctors undertake a revalidation-ready appraisal each year (1 April – 31 March).

At this point in the year many of you have already had your appraisal, but a significant number of you are yet to make arrangements. The period from December – February is our busiest time of year and appraisers' capacity can become limited. Therefore, we encourage you to arrange your appraisal sooner rather than later, if you have not already done so.

**It is important that all appraisal discussions are carried out before the end of February 2014**, so that any outstanding documentation is with us by 31 March 2014, as directed by current national policy. If you feel you may struggle with this please contact your appraiser, or the appraisal team on [england.nyh-appraisals@nhs.net](mailto:england.nyh-appraisals@nhs.net).

#### NHS England publishes its National Appraisal Policy

NHS England published its National Appraisal Policy on 31 October 2013. You will be pleased to hear that the area team's programme has been consistent with this policy since its inception in December 2012. The policy, along with other useful information, is available to view and download on our [website](#).

#### The 3-minute guide to your appraisal

In light of your feedback, the appraisal team led by Dr Sanjeev Kapur has produced a short guide (below) to current appraisal requirements to help you plan and prepare for your appraisal. We welcome any comments on this guide.

##### General advice

- You need to use an approved **electronic format** (MAG form/RCGP/Clarity). Most people find the MAG form easiest to use.
- Your commentary and evidence needs to cover all the professional roles you undertake- so called "**scope of practice**".
- There needs to be evidence (examples rather than just a statement) of **reflection and learning and any consequent changes in practice**. This is particularly important for CPD, audit (and other types of quality improvement activity), SEAs and complaints.
- There needs to be **personal** involvement in these activities.
- Please ask your appraiser or your local appraisal team in good time if you have any questions and send your portfolio to your appraiser **at least two weeks before** the appraisal meeting.

### Specific requirements (these are minimums)

- Commentary on progress on **last year's PDP**.
- **50 CPD credits** with reflection and learning and any consequent changes in practice.
- **2 SEAs** (in which you have had personal involvement) with reflection and learning and any consequent changes in practice.
- **A quality improvement activity** (e.g. audit, case review, prescribing analysis, referral analysis) with reflection and learning and any consequent changes in practice.
- **Colleague and patient feedback**, only once in each revalidation cycle (in our area this is done through Edgumbe).
- **Reflection** on colleague and patient feedback (this is best done by completing the short workbook that Edgumbe supply).
- Review of any **complaints** and learning points from them.
- A **PDP** for the coming year (which is "SMART").

### Additionally

- You might find your appraisal date is brought forward or pushed back a few months over the coming appraisal years to align you with your revalidation date.
- You should aim to have your appraisal discussion about two months in advance of the revalidation date.

This is a very brief summary, for more guidance and useful information please visit our appraisal [website](#).

## Contact us

As always, if you have any queries about appraisal or revalidation you can contact us via [england.nyh-appraisals@nhs.net](mailto:england.nyh-appraisals@nhs.net).

You can also contact members of your local appraisal team directly – our contact details are available on our [website](#).