**NHS Greater Glasgow and Clyde**

**Revalidation Newsletter – December 2022**

**Secondary Care – Consultants, Specialty Doctors and Clinical Fellows**

**Sector & Directorate Appraisal Leads and Appraisal Administrators**

There has been some new appointments in the sectoral appraisal leads. Dr Bryan Dawson held the position within Regional Services before handing over to Dr Veronica Leach. Thanks to Bryan for his work and best wishes for his future endeavours. Welcome to Veronica and also to Dr Lucy Carrick who has taken on the lead role for Mental Health Services.

The contact details for your sectoral leads and support teams are:

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| North:  | Lindsay.Hudman@ggc.scot.nhs.uk | Admin Support: Donna.Sharpe@ggc.scot.nhs.uk |
| South:  | Scott.Muir@ggc.scot.nhs.uk | Admin Support: Caitlin.Ramsay2@xggc.scot.nhs.uk |
| Clyde:  | Liz.James@ggc.scot.nhs.uk | Admin Support: Andrew.Gardner@ggc.scot.nhs.uk |
| Mental Health:  | Lucy.Carrick@ggc.scot.nhs.uk | Admin Support: Tracey.McKibbens@ggc.scot.nhs.uk |
| Women and Children:  | Philip.Davies@ggc.scot.nhsuk  | Admin Support: Lynda.Lawson@ggc.scot.nhs.uk |
| Regional: | Veronica.Leach@ggc.scot.nhs.uk | Admin Support: Nichola.Thompson2@ggc.scot.nhs.uk  |
| Diagnostics:  | Alasdair.McCafferty@ggc.scot.nhs.uk  | Admin Support: Noreen.Sheerin@ggc.scot.nhs.uk  |
| Sandyford | Rebecca.Metcalfe@ggc.scot.nhs.uk | Admin Support: Bernadette.Brison@xggc.scot.nhs.uk |

**Revalidation Phasing**

As with all services, the Covid pandemic seriously disrupted the appraisal process for all doctors. As we returned, the phasing timetable that had previously been in place was abandoned. With the large numbers of doctors that require appraisal and revalidation in NHSGGC, it is important that there is coordination of the process across the Board and the appraisal year, this allows us to ensure that everyone who needs it receives an annual appraisal and that we keep on track of appraisal numbers that we are required to report to NES.

Accordingly, **we are reintroducing the phasing programme and you may have already received notification of when in the year your appraisal should be completed.**

The appraisal year runs from April to March and its phases are as follows:

**1**.  The year will be split into 3 phases

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| **April/May/June/July** |
| **August/September/October/November** |
| **December/January/February/March** |

**2**. Appraisees and appraisers will be asked to complete their appraisal within a 4 month block, depending upon when their revalidation month falls.

**3.**  Worked examples:

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| Dr A has a revalidation month of**:****April/May/June/July** | Dr A would require to complete their appraisal in the months of: **December, January, February or March** |
| Dr B has a revalidation month of: **August/September/October/November** | Dr B would require to complete their appraisal in the months of: **April, May, June or July** |
| Dr C has a revalidation month of: **December/January/February/March** | Dr C would require to complete their appraisal in the months of: **August, September, October or November** |

It is the appraisee’s responsibility to ensure that they have their annual appraisal. Please contact your appraiser as your phase approaches to ensure it is undertaken in good time.

**Supportive Appraisal**

Following the return of appraisal and revalidation after the Covid pandemic, the GMC has been keen that appraisal and revalidation process is one that offers support to clinicians and is proportional to their practise.

NHS Scotland has recently produced new guidance for doctors undergoing appraisal and revalidation as to the volume and quality of evidence that is required to be submitted in each revalidation cycle. The new guidance can be found here:

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**Appraisal Completion Before Revalidation**

We are keen to submit an affirmation to the GMC for everyone who is due to revalidate. However we are unable to do so if the evidence required is incomplete. As a reminder, **everyone scheduled to revalidate is required to have a completed appraisal within the preceding 12 months and provide evidence of having undertaken Multi-Source Feedback and Patient Questionnaire exercises once in the 5-year revalidation cycle.**

The appraisal team meets with the Responsible Officer, Dr Jennifer Armstrong, towards the end of the month preceding the revalidation date to discuss whether each doctor meets GMC requirements for revalidation. Each month there are a number of colleagues who have not met these requirements and we try to work with them and their appraiser to complete their revalidation ahead of their revalidation date.

This has resulted in some appraisees submitting their evidence at the last minute. Because we are required to have a robust process in place where we check the evidence and triangulate with the sector, this results in an increased workload for administrative staff.

**From January 2023, any doctor completing their revalidation evidence after the monthly meeting where their evidence is discussed with the RO, will no longer be affirmed for revalidation unless their documentation is completed seven days before their revalidation date.** In the case of anyone who does not meet these criteria, a deferral of revalidation will be submitted for a period of either four, six or 12 months at the Responsible Officer’s discretion.

**Appraisal Training**

The appraisal service in NHSGGC cannot function without the support and dedication of our appraisers. Our thanks to each and every one of you that undertake this vital role. We are always in need of keen and enthusiastic colleagues to undertake the role and would encourage anyone that has been in a career grade post for more than three years to consider undertaking appraiser training. Please discuss this with your Lead Clinician or Clinical Director, the application can be found at <http://www.appraisal.nes.scot.nhs.uk/be-an-appraiser.aspx> .

**Patient Feedback Survey**

We are pleased to report that an electronic patient feedback platform has been developed in conjunction with our colleagues at e-Health. This will be undertaken using an electronic and QR code sent out to patients. We are looking for volunteers to trial this process. If you are interested then please contact medical.revalidation@ggc.scot.nhs.uk. Going forward we would hope that the majority of patient feedback will be gathered in this way but there will always be scope for traditional paper forms for those doctors who feel it would be more suitable for their patient group.

**Appraisal for Clinical Fellows**

All doctors that are not in formal training schemes require to have their revalidation managed by their employing health board. We have a large and ever-growing numbers of clinical fellows who perform an invaluable clinical role across all sector and services. **It has long been agreed that annual clinical fellow evaluation shall be undertaken by their named Educational Supervisor and recorded on SOAR**. Unfortunately a number of clinical fellows are not having an educational supervisor allocated at the commencement of their posts. **Every lead of a department that employs this group of doctors is required to ensure that each one has a named supervisor in place.**

Clinical Fellows working at all levels are now able to access the NES Professional Portfolio in order to record their supporting information for appraisal, in addition to completing their SOAR Forms. For information regarding the NES Professional Portfolio, please contact Joanna Cuthbert, Senior Product Manager, NES at: joanna.cuthbert@nes.scot.nhs.uk, or for other questions regarding the Clinical Fellow appraisal process, please contact: medical.revalidation@ggc.scot.nhs.uk

**Non-NHS Work**

Appraisal should cover the whole scope of a doctor’s practice. Should you undertake any work in a non-NHS setting this must be declared at your appraisal and appraisers should ensure that a note of this and how it relates to CPD undertaken is recorded in the Form 4.

**The Medical Appraisal and Revalidation Team**

Deputy Responsible Officer, Dr Chris Deighan, has been appointed the new Medical Director of NHS Lanarkshire. We thank him for his support and guidance to the appraisal and revalidation team since his appointment in August 2021 and wish him every success in his new role. Dr Deighan’s successor as deputy RO will be announced in due course.

The central team at Medical Revalidation can be contacted at medical.revalidation@ggc.scot.nhs.uk and are keen to support you with any queries or assistance required.

**Further Information**

GGC Staffnet under HR Connect has very useful information on medical appraisal and revalidation. It can be found here:

[Medical Revalidation and Appraisal - NHSGGC](https://www.nhsggc.scot/staff-recruitment/hrconnect/policies-and-staff-governance/medical-and-dental-policies/medical-revalidation-and-appraisal/)

Dr Andrew Harvey,

Appraisal Lead, Secondary Care

NHSGGC

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