**NHS Greater Glasgow and Clyde**

**Revalidation Newsletter – October 2021**

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

**Medical Revalidation Webpage**

For guidance on any of the aspects of medical appraisal and revalidation, including access to patient questionnaires, complaints certificates or multisource feedback please access the following link:-

<http://www.nhsggc.org.uk/working-with-us/hr-connect/policies-and-staff-governance/medical-and-dental-policies/medical-revalidation-and-appraisal/>

**The Medical Appraisal and Revalidation Team**

Dr Jennifer Burns has stepped down as Deputy Responsible Officer after three years in post. We are grateful to her for her efforts in guiding the revalidation team over that time, her guidance and unfailing support for the appraisal and revalidation process have been invaluable.
The position of Deputy Responsible Officer has been taken on by Dr Chris Deighan, Deputy Medical Director – Corporate Services. Dr Andrew Harvey remains as Appraisal Lead, Secondary Care and we are delighted that Dr Una Graham has been appointed as Deputy Appraisal Lead, Secondary Care.

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.

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

|  |  |  |
| --- | --- | --- |
| Mental Health:  | TBA | Admin Support: Tracey.McKibbens@ggc.scot.nhs.uk |
| North:  | Lindsay.Hudman@ggc.scot.nhs.uk | Admin Support: Donna.Sharpe@ggc.scot.nhs.uk |
| South:  | Scott.Muir@ggc.scot.nhs.uk | Admin Support: Shona.Young2@ggc.scot.nhs.uk |
| Clyde:  | Liz.James@ggc.scot.nhs.uk | Admin Support: Andrew.Gardner@ggc.scot.nhs.uk |
| Women & Childrens:  | Philip.Davies@ggc.scot.nhsuk  | Admin Support: Lynda.Lawson@ggc.scot.nhs.uk |
| Regional: | David.Dodds@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@ggc.scot.nhs.uk |

**Update following the COVID-19 Pandemic**

After a 6 month pause in routine appraisals from the end of March 2020 until October 2020, the normal process of annual appraisal has restarted. We recognise that some doctors might have missed appraisal within the year 2020-21 and would ask that their 2021-22 appraisal provides a catch-up from the previous year. The focus of appraisal will continue to be on support and wellbeing recognising the challenging impact of dealing with the COVID pandemic and the consequences for recovery of services. The GMC core requirements for making a revalidation recommendation based on annual appraisal have not changed. However, it is recognised that doctors may not have been able to access study leave and there are no prescribed targets for CPD hours as mandatory requirements prior to revalidation. Doctors should continue to upload any supporting information they have been able to collect and continue to submit material pertaining to patient safety such as compliments, complaints and reflections on adverse events. Prior to revalidation we would also expect that multi-source feedback or formal patient feedback has been collected within the last five years.

Within GGC, appraisals can be undertaken virtually using Microsoft Teams or face-to-face with appropriate social distancing.

Appraisal Leads and admin teams are refreshing the pairings of appraisers and appraisees for the 2021-22 session and you should have heard, or be hearing very shortly, about your appraiser for this year. If you need assistance with the allocation of appraiser please contact your local administrator/Appraisal Lead as per the table above.

Please note it is your responsibility to contact your appraiser to arrange a date. Many doctors leave this until the last minute and unsurprisingly this can cause difficulties in completion of the appraisal in a timely fashion. Wherever possible appraisals should be completed two weeks before your revalidation date. Every doctor undergoing revalidation gets their case reviewed by the chief of medicine and the Responsible Officer and this time is used to ensure all GMC requirements are met.

We have also advised appraisers that if they wish to manage their diary over a year to accommodate the 10 appraisals that it is entirely reasonable they email to initiate an appraisal date.

In addition to being a useful and supportive process to support your personal development, there is a contractual obligation to undergo an annual appraisal. Failure to have an appraisal may result in the Non-Engagement Policy being enacted. Ultimately the GMC may be informed and in some cases licence to practice can be removed. Please don’t let it come to this.

If there are specific reasons why you are unable to complete an appraisal, please get in touch with your Appraisal Lead / Administrator who can advise you further. Prolonged absence on either maternity leave or sickness absence can be noted within the SOAR appraisal system with the issuing of a Form 5A in place of a Form 4.

**Appraisal Training**

We are pleased that the training provided by NES in a virtual format has been successful and that courses run from November 2020 onwards have been popular and we have been successful in recruiting a new group of appraisers. However every year, senior consultants or speciality doctors retire from this role and we do encourage doctors that have been in post in their career grade slot 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**

Whilst the GMC reviewed and issued new guidance on patient feedback, it has not changed the requirement for individual formal feedback once in a 5 year revalidation cycle and all doctors with a patient facing role must have this in place before they can revalidate.

We continue to support the use of the CARE questionnaire and ask you to attempt to issue a minimum of 25 to be returned, in paper format, by post for collation in a report. Doctors can then ask medical.revalidation@ggc.scot.nhs,uk to release the report to them and their appraiser. Please allow two weeks to facilitate this. We are exploring with e-health electronic versions to be texted or emailed to patients seen in person or virtually but this is still at the developmental stage.

It is recognised in the current climate that some colleagues with limited patient contact will struggle to obtain a large sample of feedback returns. With this in mind, the efforts made to obtain the feedback and the reflections upon it are considered more valuable than simply obtaining a set number of form returns.

We advise that patient feedback be started at least 4 months ahead of appraisal and revalidation to allow more time to collect appropriate amounts of feedback.

**Multisource Feedback**

Details on how to undertake an MSF exercise can be found on the SOAR website. Any queries on how the process works should be directed to SOAR@nes.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.

**CPD Opportunity**

Following the implementation of NHS Scotland’s Realistic Medicine Programme, a series of sessions which cover all domains required by the appraisal process have been introduced. Realistic Conversations (Virtual communication skills) training sessions are being delivered targeted towards all grades of medical staff who are involved in Treatment Escalation Planning, Shared Decision Making and Care Planning conversations.  GGC Realistic Medicine, EC4H and NES are collaborating to deliver the sessions <https://ec4h.org.uk/workshop/ec4h-realistic-conversations-skills-to-support-tep-conversations-clone/>.  Dates for 2022 will be added soon at [Our Workshops - EC4H](https://ec4h.org.uk/our-workshops/).

**Further Information**

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.

GGC Staffnet under HR Connect has very useful information on medical appraisal and revalidation.

<https://www.nhsggc.org.uk/working-with-us/hr-connect/policies-and-staff-governance/medical-and-dental-policies/medical-revalidation-and-appraisal/introduction-to-medical-revalidation-and-appraisal/>

Dr Andrew Harvey,

Appraisal Lead, Secondary Care

NHSGGC

October 2021

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