Q&A: Appraisal

Index

How do I get an appraisal? ................................................................. 2
Can I choose my own appraiser? ..................................................... 2
Can I keep the same appraiser? ....................................................... 2
How do I confirm my prescribed connection to a designated body and Responsible Officer? .......................................................... 2
Should appraisers be of the same specialty as the person being appraised? ........................................................................ 3
What forms do I have to fill in for appraisal? .................................... 3
I have been unable to confirm a connection to a designated body, can I still revalidate? ................................................................. 4
How do I get an appraisal?
Once you have confirmed your prescribed connection with a designated body, your Responsible Officer (RO) should advise you on how to access an appraisal, and should ensure that adequate systems are in place in your organisation.

Can I choose my own appraiser?
It is unlikely that you will have free rein to choose your appraiser. ROs are obliged to ensure that there are sufficient numbers of trained appraisers in place in their organisation, and that those appraisers have completed the training prescribed by the NHS Revalidation Support Team (or equivalent organisation). To satisfy themselves that you have an appraisal of the required standard for revalidation, your RO will ensure you are allocated an appraiser who has been through the necessary training. This fits with their obligations and responsibilities to quality-assure appraisal within their organisation.

Can I keep the same appraiser?
You should speak to your RO if you wish to enquire whether you can keep an existing appraiser. The RCGP would not recommend that GPs have the same appraiser for more than three consecutive years.

How do I confirm my prescribed connection to a designated body and Responsible Officer?
According to The Medical Profession (Responsible Officers) Regulations 2010, designated bodies are: organisations that provide healthcare; organisations that set standards and policy for the delivery of healthcare; and some specialist organisations that employ or contract with doctors. The majority of designated bodies have a Responsible Officer (RO) in place.

Each doctor can only have one prescribed connection to a designated body and RO. In the majority of circumstances, the prescribed connection is where you do most of your clinical work. If you are employed by an NHS organisation but work for another organisation (e.g. prison, OOH provider etc) for contracted sessions, your prescribed link will be to the NHS organisation and their RO, regardless of how much of your time is spent outside of the NHS.

If you are on an NHS performers list but spend the majority of your time working in the Defence Medical Services, your prescribed connection with be with one of the services, either the Army, Navy or Air Force. Similarly, if you are on an NHS performers list but spend the majority of your time working in the Foreign and Commonwealth Office (FCO), your prescribed connection will be with the FCO.

To identify your designated body and RO, you need to set up a GMC online account. The GMC website also has a full list of designated bodies. If under the revalidation section of your account there are no details already in the system for your designated body (populated by the GMC if they already have this information), you need to follow the instructions to confirm it.

You can also find your designated body by using the GMC’s online tool: http://www.gmc-uk.org/doctors/revalidation/designated_body_tool.asp Once identified, your RO should help you to identify a suitable appraiser.
The GMC is aware that some doctors who need a licence to practise do not currently have a connection to a designated body. If you are in this situation, it is likely that you will have been contacted by the GMC and provided with information on how you can revalidate without a connection to a designated body. If you think you will need to retain your licence to practise and therefore to revalidate, it is important that you keep up to date with CPD and collecting supporting information in preparation for appraisal and revalidation.

**Should appraisers be of the same specialty as the person being appraised?**

In general, it would be advisable for an appraiser to be of the same specialty, if at all possible. However, this is not mandatory and will largely be dependent upon the decisions of the PCO or employer, and the availability of trained appraisers within that specialty. Please speak to your Responsible Officer; all appraisers will need to have received the appropriate training.

Any appraiser should ensure that they have sufficient information about you, your specialty, and specialty standards to complete the appraisal. Specialty information and advice is available to appraisers and appraisees, including through each specialty’s guidance: [http://www.aomrc.org.uk/revalidation/speciality-frameworks-and-speciality-guidance.html](http://www.aomrc.org.uk/revalidation/speciality-frameworks-and-speciality-guidance.html)

**What forms do I have to fill in for appraisal?**

It is very important that the inputs and outputs of your appraisal are accurately and effectively recorded over the revalidation cycle. In the first instance, you should speak to your appraiser or RO about your organisation’s forms or procedures for recording your supporting information and/or the appraisal discussion. The RO is responsible for providing an effective appraisal system – please confirm with him or her as to what is expected of you. NHS England also has forms available on its website [http://www.england.nhs.uk/revalidation/appraisers/mag-mod/](http://www.england.nhs.uk/revalidation/appraisers/mag-mod/) and there will be different support in the devolved nations.

Many Area Teams in England are using the Clarity & RCGP Toolkit for GPs as this contains nationally compliant forms for revalidation, including pre and post appraisal documentation. Likewise, GPs in Wales are expected to use the Medical Appraisal & Revalidation System for Wales and GPs in Scotland are expected to use the Scottish Online Appraisal Resource.
I have been unable to confirm a connection to a designated body, can I still revalidate?

Doctors working in the UK without a connection to a designated body will need to find a ‘suitable person’ to make their revalidation recommendation to the GMC. A ‘suitable person’ is licensed doctor with GMC approval to make a revalidation recommendation.

Information on this route to revalidation is available from the GMC website http://www.gmc-uk.org/doctors/revalidation/20386.asp

If you do not have a designated body and cannot find a suitable person to make a revalidation recommendation you will have to provide the GMC with evidence that you are up to date and fit to practise. Further information on this route to revalidation is also available from the GMC website http://www.gmc-uk.org/doctors/revalidation/23523.asp