**NHS England and NHS Improvement - Cumbria and NE Appraiser QA Review Process – revised from October 2022**

There have been some changes to the QA process from October 2022:

1. The QA form, used by appraisers and tutors to complete the QA process, has been updated [see Appendix A]
2. A new QA assessment tool, to replace EXCELLENCE and SUPPORTS which we have used in recent years, has been discussed and agreed by the NHSE appraisal teams in the NE and Yorkshire. The new tool mirrors the Domains of Good Medical Practice and follows the logical order of the appraisal summary [see Appendix B]
3. Most appraisers [with the exception of those who were trained early in 2021] have been allocated to a new GP tutor from September 2022. Your new GP tutor will be in contact with you to introduce themselves in the next few weeks.

**Stages of QA process**

**The QA review should ideally take place three months before the appraiser’s birthday month**

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| **Stage** | **Process** |
| 1 | Tutor downloads appraisee feedback and the RMS appraiser performance data form sends these to the appraiser |
| 2 | Appraiser completes Section A of the QA form and sends this to the GP tutor |
| 3 | Tutor starts review of three randomly selected appraisal summaries using the revised QA tool [ |
| 4 | Tutor completes Section B of the QA form, which is sent back to the appraiser for approval/comments |
| 5 | At least every other year, the tutor offers the appraiser a virtual or face to face meeting to discuss the appraiser’s work -this will be documented on the QA form |
| 6 | The QA Form is uploaded to RMS, after any amendments by the appraiser have been agreed |

**Appendix A**

**Revised QA Form -October 2022**



**Revised QA Form -October 2022**

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| **Section A** |  |
| Appraiser’s name |  |
| GP Tutor name and number of reviews you have done with this tutor |  |
| Date of review |  |
| Face to face or electronic-confirm you have been offered a face to face [can be remote] in the last two years |  |
| Confirm that there is no conflict of interest with your GP tutor |  |
| **General** |  |
| Number of appraisals in the last year: |  |
| Was this too few, too many, about right |  |
| Number of appraisals you would like to do next year: |  |
| **Headlines** |  |
| As an appraiser, what do you consider went well in your role as an appraiser in the last year? |  |
| What challenges and difficulties have you come across as an appraiser? Have any concerns been raised about your work as an appraiser in the last year? |  |
| How well does your appraisal work fit in with your other professional duties? |  |
| How has this year been for you as an appraiser in terms of your health and well-being |  |
| Please outline if there are any areas of appraisal practice where you feel more guidance or training might be beneficial |  |
| **CPD for your appraisal work -have you attended any:** |  |
| What events or other activities have you engaged in? |  |
| Any comments on these activities or core learning that has changed your practice as an appraiser? |  |
| **Review of progress in your appraisal work** |  |
| Did you have any development aims in your role as an appraiser from last year ?-have you achieved these? |  |
| **Comments on your appraisee feedback and your RMS performance form** |  |
| **Proposed PDP aims in appraiser role over the next year** |  |
| **1** |  |
| **2** |  |
| **Section B**  **Comments/summary by GP Tutor following the review** |  |
| Was this review electronic or face to face [can be remote] An offer of face to face should be made at least every two years and the GP’s response recorded on this form |  |
| Summary of findings from review of three appraisal summaries |  |
| Overall summary strengths and any-development areas |  |
| Any additional points from discussion or email commentary? |  |
| Agreed PDP aims in appraiser role over the next year |  |
| **1** |  |
| **2** |  |
| This review confirms the appraiser’s fitness to continue in the role with no on-going review or supervision | **Yes or No** |
| If No, please indicate the main issues and the action[s] needed to address these concerns |  |
| Confirm that there is no conflict of interest with your appraiser |  |
| Please list any actions identified for the tutor to raise with NHSE |  |
| **Appraiser** |  |
| Add any comments after the review process has been completed |  |
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**Appendix B -Revised QA Assessment Tool**



**Revised QA assessment tool for NHSE & I NE and North Cumbria**

**-October 2022**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** |  | **Appraiser** |  | **Initials of summary reviewed** |  | **Tutor** |  |

**Revised QA assessment tool for NHSE & I NE and North Cumbria**

**-September 2022**

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| **­­­­­­Overall Context** | **Yes/No plus comments if appropriate** |
| **The document is professionally written and produced** |  |
| **There is evidence of support and praise** |  |
| **If any ‘disagree’ statements, then there is an explanation /record of discussion with NHSE** |  |
| **­­­­­­Summary** |  |
| **All roles in scope of work are discussed, including documentation from any formal reviews in additional roles, and any recent or planned changes in roles noted. If the GP has had a formal review in any role which has not been shared at this appraisal, the reasons for this should be documented.** |  |
| **Stage in revalidation cycle noted with an indication of the GP’s revalidation readiness if appropriate. If there are any actions needed before revalidation, these are identified and described**  **A statement that the GP is meeting the GMC Supporting Information requirements through verbal or written reflection and discussion** |  |
| **Domain 1: Knowledge, skills and performance** |  |
| **Each PDP objective is reviewed noting progress, and whether aims not achieved are being brought forward** |  |
| **The doctor’s reflection on the breadth of their learning (from PDP/CPD/QIA/SEA) is noted with examples of reflection, engagement in quality improvement and any changes in practice captured from written evidence and/or verbal discussion** |  |
| **Domain 2: Safety and Quality** |  |
| **How the doctor manages risk and ensures patient safety is described** |  |
| **The doctor’s greatest achievements, challenges, and aspirations over the last year are recorded, including description of any Quality Improvement activities not covered in Domain 1** |  |
| **How the doctor takes responsibility for their health and wellbeing is noted, with appropriate signposting if required** |  |
| **Domain 3: Communication, Partnership and Teamwork** |  |
| **The doctor’s reflections on any serious significant events and complaints are recorded** |  |
| **How the doctor maintains professional relationships with patients and colleagues is described** |  |
| **How the doctor communicates effectively with patients and colleagues is recorded** |  |
| **Domain 4: Maintaining Trust** |  |
| **There is a record of the doctor’s reflections on any formal performance-related evidence they have been asked to bring to the appraisal** |  |
| **Probity issues have been covered** |  |
| **PDP** |  |
| **New PDP items are appropriate and clear, and derived from development needs** |  |
| **Progress against each objective can be easily assessed next year** |  |

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| **Please add any additional comments, highlighting specific strengths and any areas for improvement if appropriate** |
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