

NHS Greater Glasgow and Clyde

Revalidation Update Newsletter 6 – December 2013

Secondary Care – Consultants and Specialty Doctors

Revalidation Recommendations

We are on course to make recommendations for all secondary care doctors in NHSGGC who are in Tranche 1 for revalidation. It is important for both appraisers and appraisees to remember that those doctors in Anaesthetics, Intensive Care and Radiology who had a revalidation recommendation prior to the agreement on the format of patient feedback should go through the process of patient feedback at their next appraisal.

It is equally important to remember that appraisal is required **every** year.

Appraisee Responsibility

As well as collecting all your information, please remember that it is normally the appraisee's responsibility to contact their appraiser and liaise on an appraisal date. If there are difficulties in arranging a date, please let your directorate and the medical revalidation office know to see if we can help.

Appraisal Year

I continue to get enquiries from people who are confused by the appraisal cycle and year. The appraisal year that you record on SOAR is predicated on the date that your appraisal takes place. Thus, if you do your appraisal in December 2013, it falls within the period April 2013 – March 2014 and is the appraisal period 2013-14. The information to be reviewed at the appraisal will largely have been collected in the previous 12 months but should also cover any relevant information right up until the date of the appraisal. For example, if you were involved in a significant clinical incident 2 months before your appraisal in December 2013, you should include that in your appraisal discussion. It is pointless to wait a further 10 months to discuss that incident as it may have implications for your practice as you go forward.

Form 4 Content

A lot of people have asked me what the appropriate content is for a Form 4 and it is covered in the presentation that I gave to appraisers a few months ago. If you want to have a look at this in full, the link is:

<http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Medical%20Staffing/Consultants/Documents/Appraiser%20Workshop%2016082013.pdf>

SOAR

There have been various improvements and minor adaptations to SOAR over the last few months. In some sections it has been difficult to know whether issues around complaints or significant clinical incidents have been discussed as the appraiser has annotated '0' when in fact what they meant here was there had not been a complaint or a significant clinical incident to discuss.

If the latter is the case, then please enter '1' and annotate in the free text that there have been no complaints or incidents to be discussed.

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Patient Questionnaires and Reports

The medical staffing team are being inundated with requests for PQs and Reports. As per guidelines, please can medical staff remember to request their questionnaires at least two weeks before they wish to commence the exercise. Likewise, they should email medical staffing at least two weeks prior to their appraisal meeting to request a summary report.

Record of Appraisal

In my last newsletter, I told you that there were some 700 people for whom we had no record of appraisal in 2012-13. This number has gone down considerably. We also asked that if these doctors had not had an appraisal in 2012-13, that they should complete their appraisal on SOAR by the end of October 2013 and that the appraisal must cover 2 years of information.

We have written to 131 people who have yet to make any arrangements to do an appraisal and a further 117 who have made arrangements but do not seem to have completed their appraisal as yet. A number of people have come back to us to give us evidence of a paper based appraisal and others have subsequently completed their appraisal on SOAR.

From April next year, we will require all records of appraisal to be on the electronic SOAR system. This means that even if you have collated your supporting information on paper, you must register with SOAR and your appraiser must record the appraisal on the SOAR system using Form 4.

Lastly, I would encourage all people to get on with their appraisal and aim to try and get them finished by the end of February 2014 so that we have one clear month to sort out any difficulties. At present only 25% of secondary care doctors in NHSGGC have fully completed their appraisal.

Thanks

I would like to give my personal thanks for all the hard work that our appraisers have done over the last 12 months. It has been a steep learning curve for all of us and the organisation is very grateful to you for taking the time to appraise your colleagues.

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