

# NHS Greater Glasgow and Clyde

## Revalidation Update Newsletter 9 – August 2015

### Secondary Care – Consultants and Specialty Doctors

#### Medical Revalidation Webpage

If you need guidance on any of the aspects of medical revalidation, including patient questionnaires, complaints certificates, you will find it on the medical revalidation page on StaffNet by following the link below.

<http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Medical%20Staffing/Pages/MedicalRevalidation1.aspx>

#### Appraisal Record

A few months ago, we issued some guidance on the completion of Form 4s to enable the Responsible Officer to make a recommendation to the GMC. We are continuing to find that some appraisal records are incomplete and we need to go back to the appraiser/appraisee for further information. This can delay the whole process and may result in deferral. The guidance we have given is repeated below.

- Give a short thumb sketch of the appraisee's job and link this to the spread of CPD in Domain 1. This gives us a feel for workload and any stressors that might arise.
- Likewise, a short description of quality improvement activity is helpful and the appraisee should be able to present a "complaints certificate" regarding the number they have been involved in. It is helpful to us to know how many people are using this process. If the appraisee has not been involved in a significant clinical incident please say so.
- Colleague and patient feedback should give some indication of the returns and spread of replies and in the case of the MSF, it is worthwhile noting how the appraisee scored themselves and their reflection on the results.
- In the probity reply, private practice should be annotated in addition to things like the management of research funds.
- Lastly, it is really helpful if issues and actions flow into the PDP. The PDP should be very personal and be time specific and should not relate to service development, unless there is a need in so doing to acquire another skill.

We are very grateful to our appraisers for all the hard work that they put into their appraisals. We would like to ask you to consider tailoring your Form 4 records based upon our experience and what makes making recommendations to the GMC easier, remembering that we do not see Forms 1-3. We remind appraisees **8 weeks** before their revalidation recommendation date of what they need to do.

#### GMC Recognition and Accreditation of Trainers

I have completed a number of presentations across NHSGGC to update colleagues on the Recognition of Trainers requirements. We have recently received a letter from NHS Education for Scotland and the Scottish Medical Schools which gives a lot more detail and can be accessed by following the link below.

<http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Medical%20Staffing/Pages/MedicalRevalidation1.aspx>

Along with changes to the SOAR website, detailed below, there is now a section to complete for Recognition of Trainers. This should only be present if you have put yourself forward in one of the required roles. If you think this section should be there for your appraisal and is not, then it is likely you are not on our Recognition of Trainers database. To be added to the database please contact Mary Smith at [Mary.Smith2@ggc.scot.nhs.uk](mailto:Mary.Smith2@ggc.scot.nhs.uk). Likewise, we have had some correspondence from people who find themselves on the database but who are not in one of the required roles and you can also contact Mary Smith to have yourself taken off the database.

#### SOAR

The SOAR website has now been updated and is in a new format. There were initial teething problems which seem to have settled down.

**Professor Paul Knight**

**Secondary Care Appraisal Lead/Deputy Responsible Officer NHSGGC**

[medical.revalidation@ggc.scot.nhs.uk](mailto:medical.revalidation@ggc.scot.nhs.uk)