

## Six-point information sheets for GPs

	<b>IT aids to your appraisal</b>
<b>Our local website</b>	<p><a href="http://www.cnegpappraisal.co.uk">http://www.cnegpappraisal.co.uk</a></p> <p>Excellent, easily navigable site with local information, guidance to evidence needed (NHS England, RCGP and GMC points of view), and links to all forms including the MAG.</p> <p>A link to the Revalidation Management System (RMS, where your MAG forms and revalidation dashboard is at the bottom of the home screen).</p>
<b>Collecting Evidence</b>	<p>Do it as you go and Don't Duplicate:</p> <p>Record your learning during or at the end of the meeting/reading etc. Think of it as similar to documenting a consultation – 2-3 minute summary.</p> <p>Use <b>WHAT?</b> (significant points for you), <b>SO WHAT?</b> (useful learning? what does it change), <b>WHAT NOW?</b> (how will I apply this).</p>
<b>Storing Evidence</b>	<p>Access All Areas: Use a tool you can access from your desktop computer at work and home, smartphone, laptop and tablet.</p> <p>3 options are:</p> <ol style="list-style-type: none"> <li>1. Appraisal specific apps <b>GMC</b> (use on smartphone and tablet only, not laptops/desktops, free, downloaded at end of year and attach to your MAG, has a reminders feature where it will send you a message on a date you specified to see if you've managed to do that audit!), <b>Fourteenfish</b> (use on all devices, we think excellent, free to use just the learning diary or £39 yearly in 2017 to collate or your appraisal evidence which your appraiser then accesses with a log in, no need to MAG), <b>Clarity</b> (all devices, nothing free, £60 yearly in 2017, discount for MRCGP, record and collate all your appraisal evidence then appraiser accesses via login), there are others...</li> <li>2. Generic notekeeping app that synchronises between your devices. E.g. <b>Microsoft OneNote</b>, <b>Evernote</b>. You set up an account that can be accessed from anywhere via the internet and choose your own format to record in, e.g. construct a table for your CPD diary or record a separate page per event. Download it at the end of the year and attach to your MAG.</li> <li>3. A document stored in a cloud. Make a Word document and start a table or use the learning log found in Appraisal section of cnegp website and save it in a cloud (you'll need to set up an account). Options include <b>Google Drive</b>, <b>Dropbox</b>, <b>Apple iCloud</b>. In the same folder you can save any other documents relevant to your appraisal ready to attach to your MAG form at the end of the year.</li> </ol>
<b>Use your practice Intranet/ recording system.</b>	<p>All practices are recording Quality Improvement for CQC. These should include reflections and documented changes to improve quality. Make sure your practice manager is storing them so they are available to attach to your MAG at the year end .</p> <p><b>GPTeamnet</b> is an intranet used by many practices to store information. You can add personal learning to any item you access by clicking on Record CPD. It also has areas to record QI such as SEAs and audit, and</p>

	can be used to record meeting minutes to which you can add CPD. This means you can easily collate learning from your in practice meetings and QI work. You set your appraisal dates and it will then give you a document with your personal recorded learning, audits, SEAs and meetings minutes for the year. This can then be attached to your MAG.
<b>Appraisal submission The 2 hour challenge!</b>	<ol style="list-style-type: none"> <li>1. Upload your CPD diary (word document, GMC learning log etc) - 10-15 mins.</li> <li>2. Attach your QI from Teamnet or your practice shared drive - 10-15 mins.</li> <li>3. Fill out the other boxes on the MAG - an hour or so.</li> </ol>
<b>The appraisal meeting</b>	You will have submitted contemporaneously recorded, comprehensive evidence and reflections on your year's work. The interview is your time now to reflect on how your working life is, what you've achieved, what you want to do in future. No need to involve IT until you get to the PDP...
<b>Contact</b>	<b>Telephone: 0113 824 7242 Email: <a href="mailto:england.cnegpappraisals@nhs.net">england.cnegpappraisals@nhs.net</a></b>

## Electronic Learning Resources

You will all be aware of the massive number of IT based learning resources that are available to access on the Internet.

These range from formal CPD sites such as those provided by RCGP, BMJ learning, Doctors.net etc, to a huge number of other ways in which you can view and access information. The list below contains some examples of useful ways of learning using a range of resources, some of which are available free.

<b>Name of resource</b>	<b>Site address or location</b>	<b>Description</b>
BMJ Best Practice	<a href="http://bestpractice.bmj.com">bestpractice.bmj.com</a>	Up-to-date guidance on evidence-based diagnosis & treatment of common medical conditions. Useful decision-support tool. Available online and for iPhone, iPad via iTunes
British National Formulary	<a href="http://www.bnf.org">www.bnf.org</a>	Available online and for iPhone, iPad via iTunes. The BNF in searchable electronic format. The iPhone app is very useful, especially out-of-hours. A version supported by NICE is available free using NHS Athens ID
Oxford Handbook of Clinical Medicine Oxford Handbook of General Practice	<a href="http://oxfordmedicine.com">oxfordmedicine.com</a>	Electronic versions of 'The Yellow Book', 'The GP Handbook' and the whole Oxford Handbook series available online; for iPhone, iPad via iTunes; and for Blackberry via the UK Blackberry App Store.
iTunesU	<a href="http://www.apple.com/uk/education/itunes-u">www.apple.com/uk/education/itunes-u</a>	Audio and video learning resources produced by top UK and US Universities and many other organisations on all subjects – really excellent

		learning and lecture materials on medical subjects and medically relevant domains. Lots of other interesting stuff too. Access via the iTunesU tab in iTunes
iTunes Podcasts	<a href="http://www.apple.com/uk/itunes/podcasts/">www.apple.com/uk/itunes/podcasts/</a>	Listen to Nature Medicine, Lancet, New England Journal article and topic summaries on iPhone and in the car – these are updated automatically. Broadcasts and resources continually being added
Dr's Toolbag	<a href="http://group.bmj.com/products/mobile-apps/doctors-toolbag-iphone-app">group.bmj.com/products/mobile-apps/doctors-toolbag-iphone-app</a>	A very useful decision support resource with tools to calculate WELLS, ABCD2, CHADS2 and many other scores 'in the field' to help with pathway decisions and management. Available for iPhone, iPad via iTunes
Professor Michael Sandel	<a href="http://www.justiceharvard.org">www.justiceharvard.org</a>	One of the world's most popular teachers - not to be missed. This lecture series has been and continues to be very influential in exploring 'what is the right thing to do?'. It is intended to help people analyse situations from multiple perspectives and pick apart the (sometimes unobvious) reasons why certain actions and situations make us uncomfortable whereas others, which may appear to be very similar, do not. Access via the Harvard website or via iTunesU.
Dr Ben Goldacre	<a href="http://www.badscience.net">www.badscience.net</a>	False claims, misrepresentation and manipulation by the pharmaceutical industry and the ways in which this biases our existing guidelines; an aid to interpretation of (especially drug industry sponsored) protocols and guidelines; and an ongoing critique of the alternative therapy industry. Both serious and amusing. Dr Goldacre is a self-styled evangelist for good scientific and medical practice and for openness in the drug industry.