

One-page Guide to GP Appraisal



NHSE Cumbria and North East appraisal and revalidation team

The One Page guide to your appraisal [updated July 2019]

General advice

- You need to use agreed documentation –most NE GPs use the MAG Form [which is free but a stand alone document not an on-line toolkit]. A number of commercial toolkits are also available including Fourteen Fish, Clarity/RCGP, and GP Tools-annual costs vary –at £42 per annum, Fourteen Fish may be the best value. The **templates** you will need to upload to the MAG Form are all available on NHSE [Cumbria and NE] website <http://www.cnegpappraisal.co.uk/>
- Your evidence needs to cover your full “**scope of practice**”- ie all the roles you do in addition to your GP clinical work. For each role where you are employed, you will need a review or sign off from your employing organisation. For all roles you will need to bring evidence of update training appropriate to the role, and a discussion during the appraisal meeting of how you review your performance in each role. If you have worked fewer than 40 sessions of GP work in the last year, you must complete a low volume of work SRT + submit this with your appraisal evidence
- There needs to be evidence (examples rather than just a statement) of **reflection and learning and any consequent changes in practice**. The new GMC Guidance published in 2018 repeatedly stresses the importance of demonstrating reflection, learning and actions in review and discussion of your supporting information, especially for your CPD, Quality Improvement Activities, Feedback and for any Complaints . Using **templates** will guide you in this process. https://www.gmc-uk.org/-/media/documents/RT_Supporting_information_for_appraisal_and_revalidation_DC5485.pdf_55024594.pdf
- Please ask your appraiser or your local appraisal team in good time if you have any questions and send your portfolio to your appraiser **at least two to weeks before** the appraisal meeting.

Specific requirements

- Commentary on progress on **last year’s PDP-what has been achieved or if not achieved, an explanation provided**
- **Around 50 CPD credits** in a log with brief reflection on the learning and any changes in practice-or 4 CPD credits per month if you have been doing clinical work for less than 12 months since your last appraisal. CPD should cover all areas of your scope of work over the revalidation cycle
- **A quality improvement activity** (e.g.a small audit, case review, prescribing review, SEA write up, referral analysis etc) and use a **template** to show reflection and learning and any changes in practice. Please note that you are not required to submit a SEA unless you have been involved in a Serious Untoward Incident which has caused actual harm to the patient.
- **Colleague and patient feedback**, only once in each revalidation cycle with reflection and learning and any changes in practice –use a template for this. You should include patients and colleagues from all your clinical and other roles in your MSF
- Review of any **Complaints** and Serious **Untoward Incidents** [causing patient harm] –use templates to show learning, reflection and any action points from them



This is a very brief summary, for more details and lots of further help visit our website <http://www.cnegpappraisal.co.uk> Please note that engagement in mandatory training such as adult and child safe-guarding and CPR is no longer be monitored via appraisal . You are still required to keep up to date in these areas but this will be checked by your practice and via CQC

