



NHS England and NHS Improvement  
North East & Yorkshire  
Professional Standards  
The Old Exchange  
Barnard Street  
Darlington  
DL3 7DR

E-mail; [england.cnegpappraisals@nhs.net](mailto:england.cnegpappraisals@nhs.net)  
Telephone: 01138 247 242

4 September 2020

**PRIVATE AND CONFIDENTIAL  
ADDRESSEE ONLY**

**By email: To all GPs**

Dear Colleague

Further to my previous correspondence, dated the 31 July 2020, where I confirmed guidance was awaited in respect of GP appraisal, I write to update you.

Firstly, I wish to acknowledge that this has been a very challenging and difficult six months for everyone and hope that you are managing the on-going demands of the Covid-19 pandemic in your professional and personal lives.

Appraisal re-start – October 2020

I have enclosed a letter from Professor Steve Powis, National Medical Director of NHS England, confirming that a decision has been taken to restart appraisals from October 2020. We support the re-introduction of appraisal at this time as a positive move and hope that it will provide you with the opportunity to reflect upon this very difficult period.

We recognise the exceptional stresses that the Covid-19 pandemic is placing on all GPs and staff, and that new waves of infection may occur locally or nationally. There will therefore be flexibility at a local level for the RO to suspend the appraisal process again should Covid-19 pressures require this.

For GPs whose birthday month falls in April to September (the appraisal paused months) you will be classified as having an “approved missed” appraisal and your next appraisal will be in your birthday month from April 2021.

If your birthday month is in October to March, you will have an appraisal at your usual time, but the scope and focus of this first appraisal since the start of the Covid-19 pandemic will be different from previous appraisals.

Appraisal preparation and documentation

The aim of the revised appraisal process is to reduce the preparation time for the doctor with **no requirement to assemble a pre-appraisal portfolio**. A stream-lined template has been produced to guide your appraisal preparation in this regard and I have enclosed this for your reference. This should focus on your experiences during the Covid-19 crisis including your personal and professional development, your achievements and challenges during this period and your health and wellbeing.

This template has already been incorporated into most commercial toolkit providers, including Fourteen Fish and Clarity.

However, for doctors using the MAG form there are two options:

Option 1

Complete only sections 3 - basic details and section 13 - health and probity of the MAG form and upload the new template as an additional document in section 14, please do not fill in any other sections of the MAG form as this is not required.

Option 2

Use only the MAG form but be guided by the headings on the new template and complete only section 3 - basic details, section 4 -scope of work, section 6 - review of your PDP, section 12 - achievements, challenges and aspirations relating to Covid-19 and any other issues, and section 13 - health and probity. The other sections should be left blank.

If you have had a complaint or a serious significant event since your last appraisal these should also be noted.

There is **no requirement to collect or upload any supporting information for this appraisal**, although if you have information already collated for appraisal purposes you can of course include this.

The intention is that you spend a maximum of around 30 minutes (the average time taken in the pilot phase), completing the template or the listed sections of the MAG form/equivalent toolkit.

I am attaching the following documents to support you in your preparation for your appraisal;

1. Key points for doctors which outlines the new appraisal process.
2. Frequently asked questions (FAQ's) to provide more background to these changes.
3. A list of national organisations and websites which has been produced to offer support to doctors at this very difficult time, including some links for risk assessment tools for doctors at disproportionate risk from Covid-19 including doctors from BAME backgrounds and those with pre-existing medical conditions.
4. The Medical Appraisal 2020 guide and template.

To arrange your appraisal, you will need to access the Revalidation Management System (RMS; <https://rms.england.nhs.uk/Account/Login>) to view your allocated appraiser's contact

details and contact them to arrange a suitable time to hold an appraisal. The RMS automatic notifications sent out to GPs and appraisers were switched off when appraisal was suspended and cannot be switched back on retrospectively for this appraisal year.

In your arrangements, please consider that all appraisals for the foreseeable future must be carried out remotely using a platform agreed between the GP and the appraiser.

### Support

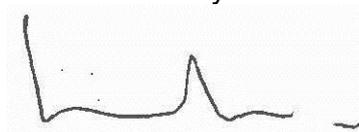
An appraisal newsletter will be sent out next week giving further details of the re-start of appraisal, guidance on remote appraisals and responding to any queries or issues brought to our notice over the next couple of weeks.

The North East and Cumbria GP appraisal website will also be updated within the next week to incorporate all available documentation to guide GPs and appraisers through this transition to a re-focused appraisal process <http://www.cnegpappraisal.co.uk/>.

May I once again take this opportunity to thank you for the dedication and the outstanding service being provided by you all, not only during this time, but consistently in your valued role within the NHS.

If you have any specific queries regarding any of the above, please contact the Appraisal Team in the first instance, details at letterhead.

Yours sincerely



**Dr Jonathan Slade**  
**Deputy Medical Director & Responsible Officer**  
**NHS England – North (Cumbria & North East)**

- Encs:**
- 1. Professor Powis letter**
  - 2. Medical appraisal 2020 guide**
  - 3. Medical appraisal 2020 template**
  - 4. Support for doctors.**
  - 5. FAQs**
  - 6. Key points**