

## **NHS England Medical Appraisal Policy**

**Changes incorporated in revision (version 2.0)**

**Commentary:**

The revision to the NHS England Medical Appraisal Policy version 1.0, to create version 2.0, involves a number of changes to the main document and its annexes. The revisions mainly involve reference to processes and resources which were not present at the time of publication of version 1.0. These include the Framework for Quality Assurance, the Revalidation Management System and the new tools for appraiser assurance. Other changes provide clarification on matters which have been resolved since publication of version 1.0, such as definitions of completed or missed appraisal, indemnity arrangements, and confirmation of the movement from choice to an allocation method of appraiser pairing.

The purpose of the amendments is therefore primarily to improve clarity, as well as support consistency. Some of the changes will help make the appraisal process more efficient. The financial impact of the amendments is expected to be cost neutral.

The full list of changes, other than simple typo corrections is as follows:

Main document	Change
General:	Removal of references to Area Teams
	Formatting updated to meet current NHS England standards.
Footnote 4	Reference to ability of responsible officer to delegate operational tasks to others
Section 4.3 (& footnote 5)	Reference to 'senior appraisers' as appraisers who help manage a small cohort of local appraisers
Section 6.1	Reference to Framework for Quality Assurance (also referred to in Section 6.4.1.3), and the Appraisal Network (also described in Section 6.2.2.1), neither of which existed at the time of publishing version 1.0
Section 6.2.1	Reference to new tools for QA of appraisal, which did not exist at the time of publication of version 1.0
Section 6.2.2.5	Clarification of indemnity arrangements, which was not available at the time of publishing version 1.0
Section 6.3.1.1	Clarification of NHS England position on appraisal vehicles, which has evolved in the period since publishing version 1.0
Section 6.3.1.5	Confirmation of allocation as the standard means of allocating an appraiser to a doctor and removal of the option of choice – strongly endorsed in discussion with NHS England appraisal teams
Section 6.3.1.5	Confirmation that a doctor should keep the same appraiser for three years unless there is good reason to change
Section 6.3.1.7	Amended to allow regional appraisers to be deployed more flexibly, as required by NHS England. Added footnote to clarify that the national responsible officer holds their prescribed connection outside NHS England and is therefore subject to the appraisal policy of that body
Section 6.3.1.8	Clarification of rules around appraisal scheduling
Section 6.4.1.2	Stipulates the expectation that all NHS England

	appraisal teams will use the Revalidation Management System (which had not been developed at the time of publishing version 1.0)
Sections 6.4.1.6 – 6.4.1.8	Amendments to the definitions relating to completed and missed medical appraisal, to match those published in the Framework for Quality Assurance
Section 6.4.1.9	Updated approach to the first appraisal after a doctor returns to practice after a break, to reflect developments in thinking around this matter which have occurred since publication of version 1.0
Section 6.4.1.10	Clarification of the models of engagement of appraisals, which was still being resolved at the time of publication of version 1.0
Section 6.4.1.17	Reference to review on basis of protected characteristics, as advised by NHS England HR colleagues
Section 6.4.1.19	Introduction of the Medical Appraisal Position Statements as the mechanism by which thinking around medical appraisal is captured and developed, before forming future policy.
<b>Annexes</b>	
Annex A Appraisal process	Removed reference to Area Team and reference to invoicing
Annex B Appealing against appraiser allocation	No change
Annex C Data for the responsible officer	No change
Annex D Requesting postponement of appraisal	Insertion of reference to handling a doctor returning to practice after a period of absence
Annex E Non-participation in appraisal	Minor changes to terminology only
Annex F Complaints process	Addition of outcome of complaint field at end of form
Annex G Appraisal lead and senior appraiser specimen job descriptions and person specifications	Addition of specimen senior appraiser JS and PS to this annex
Annex H Information Governance	Insertion of reference to the Revalidation Management System (which came into being following publication of version 1.0)
Annex I Appraisal team structure	Inclusion of the senior appraiser role as a potential member of a NHS England responsible officer's appraisal office
Annex J Routine appraiser assurance tools	This is a new annex, with tools for appraiser assurance which have been written since publication of version 1.0
Annex K Appraiser role expectations	This is a new annex, describing appraiser role expectations for use with appraisers not engaged as independent contractors
Annex L MAPS index	This is a new annex containing the index of current Medical Appraisal Position Statements
Annex M Glossary	Updated terms, in particular those referring to definition of completed and missed medical appraisal
Annex N	Updated description of persons contributing to the

	revision process
<p>Note: The previous Annex J (References) is now incorporated into the main policy document. Also, with insertion of the new annexes J, K and L, the previous annexes, K (Glossary) and L (Working group) have been renamed M and N respectively</p>	
<p><b>Medical Appraiser Consultancy Agreement</b> This has been minimally amended to reflect:</p> <ul style="list-style-type: none"> <li>a) The change of year (2014-5 to 2015-16)</li> <li>b) Reference to alternatives to nhs.net e-mail which are in the pipeline, which may permit secure sharing of information to e-mails outside the nhs.net system</li> </ul>	

<b>Addendum 1 May 2015 Final amendments resulting from Gateway approval process</b>	
Section 9	Insertion of a full Equality Impact assessment as this is now standard NHS England approach to this sort of policy
Section 8	Insertion of monitoring approach to this policy as this is now standard NHS England approach to this sort of policy
Paragraph 6.3.1.2 References to IG guidance on confidentiality and anonymisation which has come on stream since publication of v1.0	
General	<p>Formatting changes to current NHS England style (high visual impact but minimal content change). In addition to the visual changes, paragraph numbering has been changed to comply with NHS England style and the annex containing the references is now a section in the main document.</p> <p>A range of minor suggestions from Gateway colleagues and GMC, have led to slight wording changes in the interest of clarity.</p>

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