

Appraisal and Revalidation

New Employee's Guide

WELCOME TO THE TRUST

Background

Medical Revalidation was launched in 2012 to strengthen the way in which doctors are regulated. The aim is to improve the quality of care delivered to patients, improve patient safety, and increase trust and confidence in the medical system by ensuring that doctors remain up to date and fit to practice.

As a provider organisation Blackpool Teaching Hospitals NHS Foundation Trust (the Trust) has a statutory duty to support the Trust's Responsible Officer (RO) in discharging his duties under the Medical Profession (Responsible Officer) Regulations and the General Medical Council (License to Practice and Revalidation) Regulations Order of council 2012.

The Trust has approximately 300 doctors with a prescribed connection to the organisation. The revalidation of doctors is a key component of a range of measures to improve the quality of patient care and is the process by which the General Medical Council (GMC) confirms the continuation of a doctor's license to practice.

The Trust's Revalidation Team



Prof. Mark O'Donnell, Responsible Officer



Prof. Ravi Gulati, Appraisal Lead



Nicola Di-Vito, Revalidation Manager



Tracey Wilcock, Revalidation Admin

The Revalidation Team is based within the Education Centre and can be contacted on the Revalidation Helpline: 01253 95(1060)
Email Address: bfwh.revalidation.team@nhs.net

The team are happy to answer any question or concerns you may have and are available Monday to Friday 9am to 5pm, please either use the above contact details or feel free to just call in at your convenience.

Recruitment Process

As part of the Trust's recruitment process each new clinician is asked to either confirm who their previous RO was or to confirm they have joined the Trust from outside the UK. If a doctor has moved to Blackpool from within the UK the Revalidation Team will contact the previous RO to ensure details in regard to each doctor's clinical practice have been transferred when they commence in post. This includes any routine information between RO's and any concerns about practice.

<http://www.england.nhs.uk/revalidation/ro/info-docs/mpit-form/>

<http://www.nhsemployers.org/news/2014/01/medical-practice-information-transfer-form-mpit>

Actions to Take

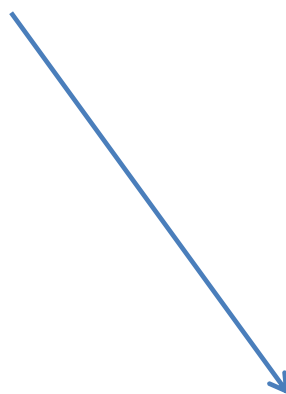
Please make contact with the Revalidation Team as soon as practicable; it is great for us to meet you and to be able to advise you as soon as possible. Actions for you to take when commencing in post are:

- ✓ Link to Blackpool Teaching Hospitals via GMC connect (become a prescribed link)
- ✓ Provide copies of any past appraisals within this Revalidation Cycle to the Revalidation Team
- ✓ Engage with the Trust's appraisal software system ALLOCATE

Allocate Appraisal Software System

The Trust uses the Allocate Software system as a tool by which all doctors are expected to undergo an Annual Appraisal. All doctors with a prescribed link will be provided with access to the Allocate system via the Trust intranet:

Internet link



Please find the link for the Allocate software system which can be accessed from outside the Trust

<https://www.healthmedics.allocatehealthsuite.com/Core/>

Annual Appraisal

All doctors are required to undergo an annual appraisal which is based on the GMCs Good Medical Practice. The E-Appraisal system will allow colleagues to save evidential documents (including scanning onto the system). There are 17 sections in total to complete prior to an appraisal meeting. Following the meeting itself the appraiser will complete the post appraisal documentation to enable the appraisal to be signed off.

Once completed (and signed off), the appraisal document will be sent automatically to the Revalidation Team.

Multi-Source Feedback (MSF)

Doctors are required to complete an MSF at least once during each 5 year Revalidation cycle. This can be completed via E-360 within Allocate.

Colleague Feedback

An initial self-assessment form requires completion prior to an MSF exercise being set up. Each doctor is required to invite colleagues both medical and non-medical to complete a feedback questionnaire on their behalf. A total of 20 colleague responses are required.

Patient Feedback

Patient feedback is supported and facilitated by the Revalidation Team. Colleagues are required to let the team know when a MSF is being completed and when and where patient feedback can be undertaken, for example, the date, time and location of a clinical/ward round. A total of 20 patient responses are required.

Revalidation Submissions

Each doctor will be revalidated by the GMC on a 5 yearly basis subject to a satisfactory recommendation by the RO.

The Revalidation Team will collect annual data around Clinical Activity and Clinical Governance. This information will be populated into the Allocate appraisal system in preparation for discussion at each appraisal meeting.

It is the doctor's responsibility to complete:

- ✓ annual appraisals
- ✓ an MSF exercise

The Revalidation team will collate all evidence on behalf of the RO prior to recommendation. This includes clinical governance, any local issues and any HR issues at that time.

Revalidation recommendations are made as close to the revalidation submission date as possible to ensure the date of your revalidation does not change each cycle.

The Revalidation Clinical Lead will notify you by email once your recommendation has been made with the outcome of the recommendation.

The Revalidation Team are here to support and facilitate the Revalidation process on behalf of the Trust.

We look forward to working with you