Revalidation & Appraisals for GPs, Practice Nurses & Practice Managers

Revalidation for GPs

Revalidation was introduced in December 2012 and is designed to reassure patients and the public that all doctors keep up to date and are fit to practice. The GMC has set out the requirements for revalidation for all GPs.

GMC’s Domains for Revalidation

The GMC has defined the four areas in which all doctors must ensure they can demonstrate through appraisals that they address their needs and provide supporting information to demonstrate this.

The domains are:

1. Knowledge, skill and performance
2. Safety and quality
3. Communication, partnership and teamwork
4. Maintaining trust

What do you need to do to be revalidated?

You need to participate in an annual appraisal which meets the requirements as defined by the GMC.

The supporting information that is required for revalidation can be divided into the following areas.

1. **General information** - providing context about what you do in all aspects of your work
2. **Keeping up to date** - how you maintain and enhance the quality of your professional work
3. **Review of your practice** - how you evaluate the quality of your professional work
4. **Feedback on your practice** - how others perceive the quality of your professional work

Dr Nigel Watson, CEO of Wessex LMCs has produced a full guide to [Appraisal and Revalidation](#) covering:

1. Introduction
2. RCGP Revalidation Guidance
   - Continuing Professional Development
   - Quality Improvement Activity

In this section...

- Adult Safeguarding Training Video: Introduction Peter Blick
- Adult Safeguarding Training Video: Jenny Shackelford
- Adult Safeguarding Training Video: Paul Greening Deprivation of Liberty Safeguards
- Adult Safeguarding Training Video: Paul Greening Mental Capacity Act
- Appraisal Forms for Staff
- Care Certificates for Healthcare Support Workers
- Clinical Governance for Health Care Assistants
- Colleague Feedback
- CPD Continuing Professional Development
- Dementia - A Challenge for GPs & Nurses: “What are the solutions?”
- Developing the Workforce January 2012
- Focus on Wessex LEaD - February 2015
- GP Refresher Day 1 : ENT and Gastroenterology
- GP Refresher Day 2 : Child Health
- I.T. Conference
- LEaD Newsletter Summer 2014
- Mandatory Training for Practice Staff
- Other Events
- Patient Feedback & Surveys
- Practice Manager Conference 2015
- Practice Managers Conferences 2014 - Resources
- Practice Nurse Revalidation & Appraisal Event July 2015
- Provider Conference 2015

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Once every 5 years, at a time decided by the GMC, the Responsible Officer will need to make a recommendation to the GMC about an individual doctor.

The RO will check that you have completed the annual appraisals to the required standard. They will then triangulate this with any outstanding performance issues with the GMC or through the local procedures, and ensure there are no other local concerns.

The RO will not decide if you will receive a license to practice just make one of the following 3 recommendations:

1. There is no reason know that this individual doctor should not be issued with a license to practice;

2. The renewal of the license to practice should be deferred. This is a neutral act, the only people who will know this has happened will be the GMC the RO and yourself. The deferral could be for 3, 6 or 12 months. This would allow time for completion of one or more elements required for revalidation. It could have resulted from a period of sickness or maternity leave, but will not be used for those who simply can’t be bothered to participate in the process.

3. Failure to engage - if the RO believes that, despite their best efforts, you are not engaging in the process they can refer this to the GMC for investigation or action. The RO cannot, therefore, fail a doctor and remove their license to practice.

Please click here to read a statement from the RO to clarify the position on toolkits.

Please click here to read a statement from the RO regarding Confidentiality in the Appraisal and Revalidation System.

Wessex LMCs has worked in collaboration with FourteenFish to develop a web based revalidation toolkit that is easy to use and compliant with RCGP revalidation requirements. Advice has been taken from Appraisal Leads and a Responsible Officer. They are essentially the same site but with different names.

The toolkit has a yearly subscription of £42 a year. If subscribing it is then only £21 for a patient or colleague survey (£36 if not a subscriber).

The appraisal toolkit is designed to be easy to use and anyone that has started using a MAG form can transfer the data from the MAG form onto the toolkit if they wish.

**CQC - GP Appraisals**

The LMC has been made aware that some of the lead inspectors are asking to see dates and evidence of appraisals for everyone in a practice. Having taken this up with CQC, we can confirm that they are not entitled to see GP appraisals as these are between the GP and their appraiser but it would be helpful to have the appraisal dates listed for all GPs and staff.

**Further Reading**


Revalidation for Practice Nurses

It has for some time now been a legal requirement for all relevant doctors to have a “licence to practice” and the same requirement is being introduced for nurses in April 2016.

When will revalidation start?

The first nurses and midwives to revalidate will be those with a renewal date in April 2016 and they will be contacted via email from the NMC in February 2016 about the process.

All Practice Nurses in your practice will need to ensure they are prepared for this new process, which builds upon their existing requirements to confirm their fitness to practice.

Where can I find out more?

There are lots of resources and up to date information on the NMC website here: http://www.nmc.org.uk/standards/revalidation/revalidation-guidance-and-resources/

Revalidation and Appraisal Project

Wessex LMCs is again working with Health Education Wessex (HEW) to train 12 nurses to undertake nurse appraisals, and subsequently appraise a total of 24 nurses across Hampshire, Dorset and South Wiltshire.

We have worked with FourteenFish to adapt the appraisal toolkit and colleague and patient feedback modules already available to GPs, to make them more relevant for nurses. (see FourteenFish)

Free Training Resource for your Practice Team

To help all who work in general practice understand their role and the importance of Revalidation for Practice Nurses, we have written a Lunch and Learn Training Resource that you can download here: https://www.wessexlmcs.com/lunchandlearn.

It is a powerpoint presentation with a script that can be led by anyone within the practice to a group of staff to enable the nurses to understand more about the components of Revalidation and to enable the GPs and managers to understand their roles and the importance of giving the nurses time to complete the process.

Do contact Louise Greenwood (louise.greenwood@wessexlmcs.org.uk) if you have any queries at all about Nurse Revalidation.

Practice Manager Appraisals

My appraisal exceeded my expectations*

* I really cannot thank my appraiser enough – I feel much clearer about how I plan to meet my learning and developmental objectives*

Wessex LMC Appraisal Feedback June 2014

Wessex LMCs has recognised the value of Practice/Business Managers to General Practices within Wessex and has supported an initiative to develop a system of appraisal for them. The Practice Managers’ Supporters Scheme and the linked Appraisal Scheme have been based, with kind permission, on the scheme in Scotland, developed by Marion Foster.

The Value of an Appraisal. . .

It is very important that it is recognised from the outset that this appraisal process is not to replace a performance review. Appraisal is for reflection on the Manager’s work and approach, it is to help identify areas for improvement and development and to demonstrate areas where
improvement and development has already been made.

**The Process...**

Ideally, the appraisal process will follow this system:

1. Annually, PM Supporter Appraiser contacted by appraisee & date/time/venue arranged for appraisal. Payment sent
2. Learning Needs Analysis (LNA) completed by appraisee
3. Learning Diary completed by appraisee
4. Multi Source Feedback (MSF) organised by appraisee
5. Pre-appraisal form completed by appraisee
6. Appraisee sends LNA MSF Learning Diary Pre-Appraisal Form Job Description comments/complaints last year's appraisal to appraiser
7. Appraisal takes place, report written and agreed by appraisee
8. During the next year, appraisee completes learning diary and reviews learning plan periodically

Please find relevant documents as follows:

Overview
Learning Needs Analysis
Learning Diary

**Example appraisal forms for staff:**

Staff Appraisal Scheme - Pre-Appraisal Checklist
Pre-Appraisal Guidelines & Self-Assessment Form
Staff Appraisal Policy

Appraisal Summary

Nursing & HCA Appraisal Form

Pre-Appraisal Competency Check (Medical Receptionist)

Pre-Appraisal Competency Check (Secretary)

Pre-Appraisal Observations

Pre-Appraisal Questionnaire

Related guidance...

The Process of Being Revalidated

The LMC is regularly approached by GPs asking who their Responsible Officer (RO) is, and when will they be interviewed by them to be...

Revalidation for Nurses

It has for some time now been a legal requirement for all relevant doctors to have a 'licence to practice' and the same requirement is...

Clearing common hurdles of revalidation

As a locum working in many different practices it is hard to find GPs who know me well enough to give colleague feedback. What can I do...

Locum / Sessional GP Appraisal and Revalidation

The RCGP and GMC are aware that fulfilling appraisal and revalidation requirements can be more difficult for sessional GP's and changes...