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| **Directorate for Health Workforce**  Medical Education and Training Unit |  |

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| Dear Colleague  **PREPARING FOR APPRAISAL FOR REVALIDATION PURPOSES**  ***Updated Guidance for Doctors Undergoing Appraisal***  **PURPOSE**   1. This letter has been issued to highlight the updated guidance for doctors undergoing appraisal for revalidation purposes, within your organisation.   **BACKGROUND**   1. Revalidation is the process by which doctors demonstrate to the GMC that they are “up to date and fit to practise” and is predominantly based on annual appraisal undertaken in the workplace. It is now 10 years since the legislation for revalidation was implemented and the process for appraisal in Scotland was developed.      1. Given the time since implementation, the changes made in response to the Covid-19 pandemic, and requests for clarity from stakeholders, a Short Life Working Group (SLWG) was convened to review the structure and content of appraisal and to update the guidance, to ensure that it is clear and remains fit for purpose.   **UPDATED GUIDANCE**   1. The attached updated guidance takes account of comments from stakeholders. It recognises that there has been considerable variation in the volume of supporting information provided by doctors for appraisal purposes both within and between clinical disciplines. 2. It outlines the essential elements that are required by the GMC to enable a responsible officer to make a revalidation recommendation and emphasises that doctors should consider quality rather than quantiy in selecting items of supporting information for appraisal. 3. It encourages a more meaningful and supportive appraisal.The GMC has participated in our SLWG and has confirmed that the revised guidance is fully compliant with its requirements for revalidation.   **DISCUSSING WELLBEING DURING AN APPRAISAL**   1. Appraisal is a forum that facilitates self-reflection and an opportunity to plan professional development. 2. The updated guidance recognises that the appraisal discussion is also often the main opportunity for a supportive discussion about wellbeing. It reinforces that consideration of the doctors wellbeing should be an integral part of appraisal and provides guidance as to how this should be achieved.   **ACTION**   1. NHS Boards and Special Health Boards are required to: 2. Note the content of the guidance. 3. Ensure that all relevant staff are aware of the updated guidance. 4. Facilitate the delivery of the measures outlined in the guidance document.   Yours sincerely    **GILLIAN RUSSELL**  Director of Health Workforce |  | **DL (2022) 36**  **29 November 2022** |
|  | **Addresses**  For action  Medical Directors/Responsible Officers,  Appraisal Leads  For information  Chief Executives,  Directors of Human Resources |
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