# **GP Appraisal Crib Sheet – NHS Lothian & Borders**

(Updated May 2022)

• Annual appraisal, revalidation cycle every 5 years

• Usually same appraiser for 3-4 years (up to maximum 5 years, in special circumstances)

• Click for [Timeline](https://www.appraisal.nes.scot.nhs.uk/what-is/appraisal/timescales/) for the appraisal process

Useful Contact details for appraisees

• Appraiser allocation: [bob.taylor@nhslothian.scot.nhs.uk](mailto:bob.taylor@nhslothian.scot.nhs.uk)

• GP Appraisal/Contract Support Officer

(e g Performers list): [danielle.swanson@nhslothian.scot.nhs.uk](mailto:danielle.swanson@nhslothian.scot.nhs.uk)

• Local appraisal advisor: [rosemary.dixon@nhslothian.scot.nhs.uk](mailto:rosemary.dixon@nhslothian.scot.nhs.uk)

• Deputy local appraisal advisor: [mimi.cogliano@nhslothian.scot.nhs.uk](mailto:mimi.cogliano@nhslothian.scot.nhs.uk)

# Requirements for Appraisal and Revalidation

## **Domain 1: Knowledge, Skills, Performance**

1) Maintain a **reflective CPD log** (required every year)

• Aim for at least 50 CPD points (usually 1 reflective point for 1 hour of CPD)

• Always reflect on WHOLE scope of practice

• PDP and reflective log should aim to cover the breadth of your practice i.e. if you have several roles, aim your CPD on learning relevant to all these roles

• No need to upload attendance certificates, reflective notes are more important

• impact points now not relevant

**CPD/LEARNING LOG** options include (“Ctrl+click” for links):

• [Word based Learning Log](https://www.appraisal.nes.scot.nhs.uk/media/y5wive42/learning-log-blank-example-word.docx)

• [Excel based Learning Log](https://www.appraisal.nes.scot.nhs.uk/media/v5clap2u/learning-log-excel-updated-2022.xlsx)

• Reflective CPD log within your own SOAR account/form

• Other (sometimes paid) learning log, e g [Fourteen Fish](https://www.fourteenfish.com/about/appraisal)

2) [Review and reflect on Last Year’s PDP](https://www.appraisal.nes.scot.nhs.uk/resources/toolkits/scottish-medical-appraisal-toolkit/domain-1/pdp-review/)

3) [Propose new Learning needs for Next Year’s PDP](https://www.appraisal.nes.scot.nhs.uk/resources/toolkits/scottish-medical-appraisal-toolkit/domain-1/pdp-year-ahead/)

4) Other:

• **Basic Life Support** update – training available through [LASGP](https://www.lasgp.org/) or NHS Lothian resuscitation office if not based at one practice (Good practice but not actually mandatory for appraisal). Can also be completed free on-line, e g via [LEARNPRO](https://nhs.learnprouk.com/lms/login.aspx) if no in-person training available.

• [Child Protection Update](https://www.appraisal.nes.scot.nhs.uk/resources/toolkits/scottish-medical-appraisal-toolkit/domain-2/additional-considerations-for-gps/child-protection/) (Good to consider but not actually mandatory for appraisal in Scotland)

• [Recognition of Trainer](https://www.appraisal.nes.scot.nhs.uk/what-is/recognition-of-trainers/) - if required

• [DFSRH recertification](https://www.fsrh.org/recertification/recertification-requirements-of-diploma-dfsrh--ndfsrh/) every 5 years - if required

## **Domain 2: Safety & Quality**

1) [**Quality Improvement Activity**](https://www.appraisal.nes.scot.nhs.uk/resources/toolkits/scottish-medical-appraisal-toolkit/domain-2/qia/) (one required every year). MSF and PSQ each count for QIA in the year they are completed.

QIA examples include: (click on link to view examples)

[Audit/Prescribing review/Case/Referrals review/Patient or practice leaflet/Practice protocol or personal reference guide](https://www.appraisal.nes.scot.nhs.uk/resources/toolkits/scottish-medical-appraisal-toolkit/domain-2/qia/)

Other QI ideas - try [Lothian Quality Academy](https://qilothian.scot.nhs.uk/training); other suggestions on [Quality Improvement Activities](https://www.gpappraisals.uk/quality-improvement-activity.html)

2) [Significant Event Analysis](https://www.appraisal.nes.scot.nhs.uk/resources/toolkits/scottish-medical-appraisal-toolkit/domain-2/significant-event-analysis/) (one still required every year in Scotland)

SEA discussion should be focused on reflection and learning points rather than specific clinical details and should be anonymised and not easily identifiable from the content. Reflective templates for SEA are optional.

[Enhanced SEA](https://www.cpdconnect.nhs.scot/peer-review/significant-event-analysis/) can be considered through NES for peer review for a particularly significant event or if you would like to involve third party review e g secondary care or pharmacy.

## **Domain 3: Communication, Partnership, Teamwork**

[Patient Satisfaction Questionnaire](https://www.appraisal.nes.scot.nhs.uk/resources/toolkits/scottish-medical-appraisal-toolkit/domain-3/feedback-from-patients/)/PSQ (once every 5 year cycle). Counts for QIA in the appraisal year completed. When collating data for appraisal, it should be done by third party (e g admin staff, PM, fellow GP from study group or LASGP forum). It is important to reflect on the results. Please contact your appraiser if you have any specific questions re the PSQ.

a. [CARE questionnaire](http://www.caremeasure.org/)

b. [GMC questionnaire](https://www.gptools.org/downloads/GMC_patient_questionnaire.pdf)

[Colleague feedback/Multi-source Feedback](https://www.appraisal.nes.scot.nhs.uk/resources/toolkits/scottish-medical-appraisal-toolkit/domain-3/feedback-from-colleagues/nes-msf-questionnaire/)/MSF (once every 5 year cycle). Counts for QIA in the appraisal year completed. Easiest to use the free [MSF tool via SOAR (WASP](https://www.appraisal.nes.scot.nhs.uk/resources/toolkits/scottish-medical-appraisal-toolkit/domain-3/feedback-from-colleagues/nes-msf-questionnaire/)). Can be done at any time of the year but will only get downloaded to your SOAR account about a week before. It is important to reflect on the results.

**Compliments/Complaints Statement** (every year)

• Any gifts, cards, informal feedback received

• Complaints – should be discussed as SEA and details of proceedings, outcome disclosed

• Absence of complaints - to be noted in pre appraisal paperwork

• Reflective templates optional if not completing MSF/PSQ for the appraisal year

## **Domain 4: Maintaining Trust**

[Structured Reflective Templates](https://www.appraisal.nes.scot.nhs.uk/resources/toolkits/scottish-medical-appraisal-toolkit/domain-4/) (Maintaining Trust, Complaints, Health, Probity, SEA)

**Probity Statement**

Reflection on probity issues - ethical dilemmas, breaking confidentiality e g. DVLA or child protection issues, participation in research or private work

**Health Statement**

Reflection of any challenges from physical, mental or emotional illness in the appraisal year should be included, with the confidence that the discussion is confidential and any specific details will not be included in the summary of discussion

Remember to sign off the Confidentiality statement before submitting Form 1-3 prior to appraisal. Please submit forms 1-3 at least 2 weeks before your appraisal.

## **Useful websites**

• [Appraisal Toolkit for Sessional GPs](https://www.appraisal.nes.scot.nhs.uk/resources/toolkits/appraisal-toolkit-for-sessional-gps/)

• [Turas is NHS Education for Scotland](https://turasdashboard.nes.nhs.scot/)'s single, unified platform. Sign in to manage your account or access health and social care tools and learning resources.

• [NHS Education for Scotland](https://www.nes.scot.nhs.uk/)

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