

Appraisal checklist

The following checklist is based both on the GMC guidelines for Appraisals and Revalidation, the 4 domains of Good Medical Practice and also on the NHS England revalidation ASPAT audit tool, that guides and measures quality of appraisal preparation and outputs:

<https://www.england.nhs.uk/revalidation/wp-content/uploads/sites/10/2015/05/map-annex-j.pdf>

Please email me (Email: email@msgolder.co.uk) the following (Please note that evidence within sections 9, 10 and 11 below, only needs to be provided once within each 5 year Revalidation cycle):

1] One's current Appraisal [MAG] form or online appraisal form, with sections 3-17 [or online form equivalent] completed.

2] One's previous appraisal's output documents

If this is one's first appraisal, this is not required.

3] Evidence of 50 hours of Continuing Medical Education [CME] over the past 12 months

At least 25 hours should be UK based.

A useful and quick way of providing the evidence, is to open a new Word document, and to copy and paste each certificate / piece of evidence onto a new page of that document. One then provides the single word document for the Appraisal.

4] CME reflection

Choose 4 topics of CME one has found useful over the past 12 months.

For each:

- a) Give a topic heading.
- b) Give details on exactly what one has learnt [a couple of paragraphs]
- c) Say how one will use that new knowledge in one's practice [Impact]

5] Log book of procedures [if applicable]

Provide a log book of one's procedures, with any complications and quality outcome measures.

6] Quality Improvement Activities over the past 12 months

Most commonly this includes:

- A) Participation in an audit or
- B) Case based discussions

7] Evidence of any Significant Events or Complaints over the past 12 months

- a] Provide the evidence
- b] Make written reflection statements on the evidence.

8] Evidence of any compliments over the past 12 months

- a] Provide the evidence
- b] Make written reflection statements on the evidence.

9] UK based Colleague feedback [360 degree / MSF], using a survey company

One should aim to collect at least 15 colleague feedback responses, regardless of the type of questionnaire used. There should be a mixture of colleague types, with numbers roughly split equally into a] doctors [at least one consultant] b] nurses c] allied health professionals and also d] managers and secretaries. A survey company should analyse the data and then provide a summary report on the results, which will facilitate robust reflection.

10] UK based Patient feedback, using a survey company

One should aim to collect 34 patient feedback responses, if one is uses the GMC questionnaires. However, some Responsible Officers may accept 24 responses, if one uses a survey company to analyse the results. For other types of questionnaires e.g Edgcombe, 20 patient feedback responses are required.

Patient feedback is normally done using the paper questionnaires, which are handed to patients to complete. A survey company should analyse the data and then provide a summary report on the results, which will facilitate robust reflection. If one currently does not treat patients directly, then one's Responsible Officer may recommend one compensates for this, by increasing the number of colleague feedback responses.

11] Written reflection statements on the colleague and patient feedback

Make written reflection statements on both the colleague and patient feedback reports.

12] Ongoing feedback from colleagues

Provide up to date references for each scope of work one has done, during the 12 months prior to the Appraisal.