# NHS Golden Jubilee

### **Meeting: NHS Golden Jubilee Board**

### **Meeting date: 25 May 2023**

### **Title: Medical Appraisal and Revalidation End of Year Update**

### **Responsible Executive/Non-Executive: Mark MacGregor, Medical Director**

### **Report Author: John F Luck, Consultant, Appraisal Lead, David Wilson, Workforce Expansion Data Lead**

## 1 Purpose

### This is presented to the Board for:

* Awareness

### This report relates to a:

* Legal requirement
* Local policy

### This aligns to the following NHSScotland quality ambition(s):

* Safe

## 2 Report summary

### 2.1 Situation

This report is being provided to the Board to make members aware of the rate of completion of appraisals for 2022/2023. As at the date of completion of this report (28 April 2023), 132 of 159 doctors for whom NHS Golden Jubilee is responsible for appraisal and revalidation, had completed an appraisal or ARCP. This is 83.0% of doctors.

### 2.2 Background

### 2.2.1 Revalidation

Every licensed Doctor who practises medicine must revalidate. Revalidation supports Doctors to develop their practice, drives improvements in clinical governance and gives patients confidence that the Doctor is up to date.

Doctors must revalidate with the General Medical Council ever five years.

In order to be recommended for revalidation by the Responsible Officer (RO), at the end of a five-year revalidation cycle, an individual Doctor must satisfy the following requirements:

* Engage in annual appraisal (or take part in the Annual Review of Competence Progression (ARCP) if they are a doctor in training.
* Complete a Multi-Source Feedback (MSF), exercise at least once during each revalidation cycle.
* Complete at least one Patient Survey Questionnaire (PSQ), exercise at least once during each revalidation cycle.

### 2.2.2 Appraisal

Amongst the other requirements, as part of revalidation, medical staff must engage in annual appraisal (or ARCP if a Doctor in training).

The appraisal year runs from 1 April each year to 31 March the following year.

If NHS Golden Jubilee substantively employs a Doctor, we are the body designated for their revalidation (Designated Body), and have responsibility for carrying out their annual appraisal.

A medical appraisal is an annual meeting between a Doctor and a colleague who has received specific training to perform the role as Appraiser (training delivered by NES). The appraisal is a process of facilitated self-review supported by information gathered from the full scope of the Doctor’s work:

* Each Doctor is assigned an Appraiser (who may be from a different medical specialty), by the Appraisal Lead.
* The Doctor to be appraised (Appraisee), and the Appraiser will make contact and agree a time and a place (or virtual meeting), to undertake the annual appraisal.
* Prior to the appraisal, the Appraisee will upload supporting documents to inform the appraisal discussion onto the secure Scottish Online Appraisal Resource (SOAR), website administered by NES.
* Once an appraisal interview has taken place, a Form 4 (summary document of appraisal discussion) is created on SOAR by the Appraiser, and shared with the Appraisee.
* Once both parties have agreed the content of this document, and that it fairly reflects the appraisal discussion, the Appraisee signs off the document on the SOAR website and thereby concludes the appraisal process.

An individual Doctor will have the same Appraiser for 3-4 years before they are transferred to a new Appraiser. This is to ensure that within any revalidation cycle, at least two different Appraisers will have appraised the Doctor.

### 2.3 Assessment

### 2.3.1 Appraisal Status to Date 2022-2023

At 28 April 2023 NHS GJ was the designated body for 159 medical staff, and their appraisal status for 2022-2023 as of that date is shown below:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Form 4 Status | | | | | | |
|  |  | ARCP | Completed | Form 5A Completed | Forwarded | Not Created | Not Started | Total |
| Interview Status | ARCP | 7 |  |  |  |  |  | 7 |
| Completed |  | 124 | 1 |  |  |  | 125 |
| In Progress |  |  |  | 2 | 2 |  | 4 |
| To Be Submitted |  |  |  |  | 3 |  | 3 |
| Not Started |  |  |  |  |  | **20** | **20** |
| Total | 7 | 124 | 1 | 2 | 5 | **20** | 159 |

The proportion each cell represents when compared to the total number of doctors for whom NHS GJ is the responsible body is shown in the table below:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Form 4 Status | | | | | | |
|  |  | ARCP | Completed | Form 5A Completed | Forwarded | Not Created | Not Started | Total |
| Interview Status | ARCP | 4.4% |  |  |  |  |  | 4.4% |
| Completed |  | 78.0% | 0.6% |  |  |  | 78.6% |
| In Progress |  |  |  | 1.3% | 1.3% |  | 2.5% |
| To Be Submitted |  |  |  |  | 1.9% |  | 1.9% |
| Not Started |  |  |  |  |  | **12.6%** | **12.6%** |
| Total | 4.4% | 78.0% | 0.6% | 1.3% | 3.1% | **12.6%** | 100.0% |

### 2.3.2 Recommendations to Revalidate

Each month the Responsible Officer (RO) and Deputy RO meet to formally consider revalidation recommendations for individual doctors who are due to revalidate in the following month.

For each individual Doctor, the following are considered:

* Evidence of engagement in annual appraisal during the five year revalidation cycle (are there any gaps, and if so, have they been accounted for and captured within the appraisal documentation?);
* Content of previous Form 4 appraisal summary documents (agreed summary of appraisal between Appraisee and Appraiser);
* Completion of at least one round of multi-source feedback (MSF) within the present revalidation cycle (mandatory requirement);
* Completion of at least one patient survey questionnaire (PSQ), exercise within the present revalidation cycle (mandatory requirement); and
* In addition, the RO will present other sources of important information from elsewhere (eg ongoing GMC proceedings, ongoing internal disciplinary matters etc), to advise the final decision.

Once a decision regarding recommendation for an individual Doctor has been made, this recommendation is made to the GMC via the GMC Connect website. The GMC will then make the final decision to revalidate the Doctor.

In cases where a Doctor has not met the requirements for a recommendation to revalidate, a decision may be made to request a deferral of revalidation for a defined period of time (agreed with the GMC). During this period of time the Appraisal Lead (Deputy RO), will engage with the Appraiser and the Doctor to ensure that the process is actively managed (within the deferral period timescale), to try to ensure that all of the requirements are ultimately met, and a recommendation to revalidate can be made to the GMC following lapse of the deferral period. A Doctor’s licence to practice remains valid during any agreed deferral of revalidation with the GMC.

In the period between 1 April 2022 and 28 April 2023 (when this paper was written), the Medical Director recommended 20 doctors for revalidation. Requests to defer 7 due to insufficient evidence were agreed with the GMC.

### 2.4 Recommendation

The Board are asked to note this update for awareness.