

**INFORMATION ON APPRAISAL AND REVALIDATION AT ST GEORGE'S UNIVERSITY HOSPITALS NHS
FOUNDATION TRUST**

DOCTORS IN TRAINING

Although you may find this information useful if you come out of training, you can disregard this as your Designated Body and Responsible Officer will be your Local Education and Training Board

Revalidation

All medical doctors with a licence to practise are legally required to revalidate every 5 years by having an **annual appraisal** based on the GMC's core guidance for doctors, Good Medical Practice. **Non-participation places you at risk of the matter being referred to the GMC.**

If you are new to an organisation, you should not assume that you have been added you to their list for revalidation. Each time you move to a new organisation, you should log into your GMC Online account to update your designated body. When you do this, the system will alert the relevant responsible officer/revalidation team that you have connected to their organisation.

Ms Karen Daly, Associate Medical Director (HR) is Responsible Officer for the majority of doctors working at St George's University Hospitals NHS Foundation Trust. There are a few exceptions to this:

- Trainee Doctors have a prescribed connection to their Local Education and Training Board
- GPs on the Performers List have a prescribed connection to NHS England
- Doctors with honorary contracts, who hold a substantive contract at another NHS Trust.
- Doctors who work for the locum bank who have a substantive contract at another NHS Trust.

Nicola McDonald is the Revalidation Support Officer and any queries regarding appraisal/revalidation should be directed to nicola.mcdonald@stgeorges.nhs.uk in the first instance.

All correspondence relating to appraisal and revalidation will be sent to trust email; therefore it is vital that you have this set up.

Appraisal

Medical appraisal is a process of facilitated self-review, supported by information gathered from the full scope of a doctor's work.

In compliance with the regulations surrounding strengthened appraisal, all doctors need to show that they have completed an annual appraisal in order to be revalidated.

It is important that you send a copy of your last appraisal to the doctors' appraisal inbox doctors.appraisal@stgeorges.nhs.uk within 2 weeks of your start date to demonstrate you are engaged in the appraisal and revalidation process and so our records can be updated.

Your appraisal will normally be due on the 12 month anniversary of your last appraisal. If you have previously been in training, it should be on the 12 month anniversary of you last ARCP. **If this is your first job in the UK, or if you have not had an appraisal within the last 12 months, you will need an appraisal within 3 months of starting.**

If you are not due an appraisal whilst working for the Trust, a 1 page exit report form is available from the Revalidation Support Officer. It should be completed by the relevant Medical Manager i.e. Clinical Lead, Education Supervisor for you to include in your supporting evidence when your next full appraisal is due.

If you are due an appraisal whilst employed at St George's, please use the Medical Appraisal Guide (MAG) form. This form should be used by all grades of doctor, including Trust Doctors, Honorary and Bank Doctors who are connected to St George's for revalidation. Please contact Nicola McDonald when you require this. Medical Staffing at St George's do not allocate appraisers, so please speak to your Care Group Lead in the first instance, if/when you need to arrange your appraisal.

When you leave this Trust your new/future organisation will become responsible for recommending you for revalidation. There are key tasks which I would encourage you to undertake in preparation for your move:

1. Before you leave it is vital that you collate and take with you copies of your Trust appraisals, MSF (if applicable) and any supporting evidence you have collected
2. Log into your GMC online account to ensure your personal details are updated and change your designated body to your new organisation.
3. Make contact with the 'revalidation team' at your new trust and familiarise yourself with new revalidation/appraisal policies.

If you complete these three steps it will ensure that your revalidation process happens as smoothly as possible.

For more information on revalidation, please visit <http://www.gmc-uk.org/doctors/revalidation/12382.asp>

If you have any queries, please contact Nicola McDonald, Revalidation Support Officer
nicola.mcdonald@stgeorges.nhs.uk

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Please sign below:

I confirm that I have read the above information and understand that I am responsible for engaging in annual appraisal and providing information relating to appraisal and revalidation as required by the Responsible Officer.

Signed.....

Print Name.....

Date