RMS notes

1. Do RMS straight after you have signed off the appraisal (before you forget the details!)
2. How to input data

* Sign in to RMS
* Go to ‘Acting as appraiser’
* Go to ‘View’ for the relevant doctor
* Click on ‘Appraisal Output Summary’
* Input relevant data
* Click ‘Save’
* You have now completed data entry
* Click on ‘Back’ then ‘Revalidation Summary’ for the relevant doctor if you wish to check your submission

1. Tips on inputting data

* You cannot save your data half way through inputting and go back to it later. Once you have saved it you will have to ask the area team to make any further changes
* You can make notes in the boxes to briefly explain any statements you have made if you feel it necessary
* Any comments you make will be visible on the Revalidation Summary ‘traffic light’ screen by hovering over the box.
* The credits box only accepts decimal numbers so you cannot put ‘Over 50’ in that box
* If you say ‘Yes’ to MSF or PSQ having been undertaken you will need to enter the dates these were completed (e.g. 17/03/2016)
* If the doctor has no significant events but is aware of the process you can record ‘Yes’, with a short explanatory note in the free text box.
* The area team will upload a copy of the summary and PDP to RMS

Dr Sophie Ellis

March 16