

2012

➤ Ready for revalidation

The *Good Medical Practice*  
Framework for appraisal  
and revalidation

General  
Medical  
Council

Regulating doctors  
Ensuring good medical practice

## The *Good Medical Practice* Framework sets out the broad areas which should be covered in medical appraisal and on which recommendations to revalidate doctors will be based.

Current systems of appraisal reflect the diversity of practice settings and employers of doctors. A single format of appraisal will not be suitable for all doctors in all settings but it is possible to identify a number of key principles that are relevant to the whole profession.

The Framework is based on *Good Medical Practice*, our core ethical guidance for doctors, which sets out the principles and values on which good practice is founded. *Good Medical Practice* is used to inform the education, training and practice of all doctors in the UK.

The Framework will form the basis of a standard approach for all appraisals, in which licensed doctors must take part in order to revalidate. Revalidation is the process by which all licensed doctors must demonstrate every five years that they are up to date and fit to practise.

During their appraisals, doctors will discuss their practice and performance with their appraiser and use supporting information to demonstrate that they are continuing to meet the principles and values set out in *Good Medical Practice*.

### How doctors should use the Framework

You should use the Framework to:

- reflect on your practice and your approach to medicine
- reflect on the supporting information you have gathered and what that information demonstrates about your practice
- identify areas of practice where you could make improvements or undertake further development
- demonstrate that you are up to date and fit to practise

## About the Framework

The Framework consists of four domains which cover the spectrum of medical practice. They are:

1. Knowledge, skills and performance
2. Safety and quality
3. Communication, partnership and teamwork
4. Maintaining trust

Each domain is described by three attributes. The attributes define the scope and purpose of each domain. These attributes relate to practices or principles of the profession as a whole.

The principles and values have been pared down from the full advice in *Good Medical Practice*. They are examples of the types of professional behaviours expected of all doctors.

Some examples from our ethical guidance *Management for Doctors* and *Good practice in research* have also been included to provide examples for doctors working in non-clinical roles. Paragraph reference numbers have been provided so that they can be read in their original context.

## Supporting information and appraisal

You will need to maintain a portfolio of supporting information to demonstrate that you are continuing to meet the attributes set out in the Framework. Separate guidance, *Supporting information for appraisal and revalidation*, provides more information for you about this.

When you are preparing for your appraisal and collecting supporting information, you should review your practice and consider how the supporting information can demonstrate that you are continuing to meet the principles and values set out in *Good Medical Practice*.

It is not necessary to structure the appraisal formally around the Framework, or to map supporting information directly against each attribute. However, some doctors may prefer to do this and some appraisers may find it useful to structure the appraisal interview in this way.

Collating and discussing the set of supporting information at appraisal over the course of the revalidation cycle will ensure that you have demonstrated your practice against all 12 attributes. In most cases, your appraiser will be interested in what you did with the information and your reflections on that information, not simply that you collected it and maintained it in a portfolio. Their appraiser will want to know what you think the supporting information says about your practice and how you intend to develop or modify your practice as a result of that reflection.

## Good Medical Practice Framework

Numbers following the principles and values in this framework refer to paragraph numbers in GMP, except where preceded by MfD which refers to our booklet *Management for Doctors*; or Research which refers to *Good practice in research*.

### Domain 1 - Knowledge, skills and performance

Attributes	Examples of principles and values from <i>Good Medical Practice</i>
1.1 Maintain your professional performance	<ul style="list-style-type: none"> <li>• Maintain knowledge of the law and other regulation relevant to your work (13)</li> <li>• Keep knowledge and skills about your current work up to date (13)</li> <li>• Participate in professional development and educational activities (12)</li> <li>• Take part in and respond constructively to the outcome of systematic quality improvement activities (eg audit), appraisals and performance reviews (14e)</li> </ul>
1.2 Apply knowledge and experience to practice	<ul style="list-style-type: none"> <li>• Recognise and work within the limits of your competence (3a)</li> <li>• If you work in research, follow appropriate national research governance guidelines (71)</li> <li>• If you are a teacher/trainer, apply the skills, attitudes and practice of a competent teacher/trainer (16)</li> <li>• If you are a manager, work effectively as a manager (MfD 12, 17)</li> <li>• Support patients in caring for themselves (21e)</li> <li>• If you are in a clinical role:               <ul style="list-style-type: none"> <li>- Adequately assess the patient's conditions (2a)</li> <li>- Provide or arrange advice, investigations or treatment where necessary (2b)</li> <li>- Prescribe drugs or treatment, including repeat prescriptions, safely and appropriately (3b)</li> <li>- Provide effective treatments based on the best available evidence (3c)</li> <li>- Take steps to alleviate pain and distress whether or not a cure may be possible (3d)</li> <li>- Consult colleagues, or refer patients to colleagues, when this is in the patient's best interests (2c, 3a, 3i, 54, 55)</li> </ul> </li> </ul>
1.3 Ensure that all documentation (including clinical records) formally recording your work is clear, accurate and legible	<ul style="list-style-type: none"> <li>• Make and/or review records at the same time as the events are documented or as soon as possible afterwards (3f)</li> <li>• Ensure that any documentation that records your findings, decisions, information given to patients, drugs prescribed and other information or treatment is up to date and accurate (3f)</li> <li>• Implement and comply with systems to protect patient confidentiality (37)</li> </ul>

## Domain 2 - Safety and quality

Attributes	Examples of principles and values from <i>Good Medical Practice</i>
2.1 Contribute to and comply with systems to protect patients	<ul style="list-style-type: none"> <li>• Take part in systems of quality assurance and quality improvement (14)</li> <li>• Comply with risk management and clinical governance procedures</li> <li>• Cooperate with legitimate requests for information from organisations monitoring public health (14i)</li> <li>• Provide information for confidential inquiries, significant event reporting (14g)</li> <li>• Make sure that all staff for whose performance you are responsible, including locums and students, are properly supervised (17)</li> <li>• Report suspected adverse reactions (14h)</li> <li>• Ensure arrangements are made for the continuing care of the patient where necessary (40, 48)</li> <li>• Ensure systems are in place for colleagues to raise concerns about risks to patients (45)</li> </ul>
2.2 Respond to risks to safety	<ul style="list-style-type: none"> <li>• Report risks in the healthcare environment to your employing or contracting bodies (6)</li> <li>• Safeguard and protect the health and well-being of vulnerable people, including children and the elderly and those with learning disabilities (26, 28)</li> <li>• Take action where there is evidence that a colleague's conduct, performance or health may be putting patients at risk (43, 44)</li> <li>• Respond promptly to risks posed by patients</li> <li>• Follow infection control procedures and regulations</li> </ul>
2.3 Protect patients and colleagues from any risk posed by your health	<ul style="list-style-type: none"> <li>• Make arrangements for accessing independent medical advice when necessary (77)</li> <li>• Be immunised against common serious communicable diseases where vaccines are available (78)</li> </ul>

### Domain 3 - Communication, partnership and teamwork

Attributes	Examples of principles and values from <i>Good Medical Practice</i>
3.1 Communicate effectively	<ul style="list-style-type: none"> <li>• Listen to patients and respect their views about their health (22a, 27a)</li> <li>• Give patients the information they need in order to make decisions about their care in a way they can understand (22b, 27)</li> <li>• Respond to patients' questions (22c, 27b)</li> <li>• Keep patients informed about the progress of their care (22c)</li> <li>• Explain to patients when something has gone wrong (30)</li> <li>• Treat those close to the patient considerately (29)</li> <li>• Communicate effectively with colleagues within and outside the team (41b)</li> <li>• Encourage colleagues to contribute to discussions and to communicate effectively with each other (MfD 50)</li> <li>• Pass on information to colleagues involved in, or taking over, your patients' care (40, 51-53)</li> </ul>
3.2 Work constructively with colleagues and delegate effectively	<ul style="list-style-type: none"> <li>• Treat colleagues fairly and with respect (46)</li> <li>• Support colleagues who have problems with their performance, conduct or health (41d)</li> <li>• Act as a positive role model for colleagues (41)</li> <li>• Ensure colleagues to whom you delegate have appropriate qualifications and experience (54)</li> <li>• Provide effective leadership as appropriate to their role (MfD 50)</li> </ul>
3.3 Establish and maintain partnerships with patients	<ul style="list-style-type: none"> <li>• Encourage patients to take an interest in their health and to take action to improve and maintain it (4, 21f)</li> <li>• Be satisfied that you have consent or other valid authority before you undertake any examination or investigation, provide treatment or involve patients in teaching or research (36)</li> </ul>

## Domain 4 - Maintaining trust

Attributes	Examples of principles and values from <i>Good Medical Practice</i>
4.1 Show respect for patients	<ul style="list-style-type: none"> <li>• Implement and comply with systems to protect patient confidentiality (37)</li> <li>• Be polite, considerate and honest and respect patients' dignity and privacy (21a, b, d)</li> <li>• Treat each patient fairly and as an individual (38-39, 21c)</li> <li>• If you undertake research, respect the rights of patients participating in the research (Research 15-20, 28-30, 31-32)</li> </ul>
4.2 Treat patients and colleagues fairly and without discrimination	<ul style="list-style-type: none"> <li>• Be honest and objective when appraising or assessing colleagues and when writing references (18-19)</li> <li>• Respond promptly and fully to complaints (31)</li> <li>• Provide care on the basis of the patient's needs and the likely effect of treatment (7-10)</li> </ul>
4.3 Act with honesty and integrity	<ul style="list-style-type: none"> <li>• Ensure you have adequate indemnity or insurance cover for your practice (34)</li> <li>• Be honest in financial and commercial dealings (73)</li> <li>• Ensure any published information about your services is factual and verifiable (60, 61)</li> <li>• Be honest in any formal statement or report, whether written or oral, making clear the limits of your knowledge or competence (63-65, 67-68)</li> <li>• Inform patients about any fees and charges before starting treatment (72a)</li> <li>• If you undertake research, obtain appropriate ethical approval (Research 7) and honestly report results (Research 24)</li> </ul>