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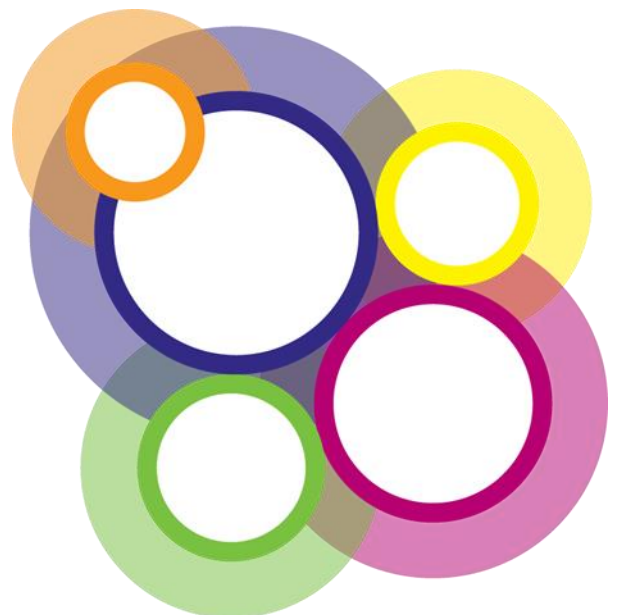
North of England
Commissioning Support

NHS Revalidation Management System

Support Guide for Appraisers and Appraisal Leads

System Version: 6.7

Document Version: 6.0
Date: November 2017
Author: RMS Development Team



Amendment History

Version	Date	Author	Comments / Changes
5.0	15/07/2016	RMS Development Team	New features and rebranding of support guide
5.1	25/11/2016	RMS Development Team	Minor changes to screens. Change of order in content.
6.0	November 2017	RMS Development Team	New role of QA Appraiser and Quality Assurance Dashboard.

Document Distribution

Name:	Role:	Organisation:	Date	Version
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Local Offices		NHS England		
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1 Introduction

This support guide contains all essential information for the user to make full use of the revalidation management system as an appraiser, QA appraiser or an appraisal lead. This support guide includes a description of the functions available and step-by-step procedures for system access and use.

The guidance is based on the understanding that doctors have been given the appropriate access for the roles of either an appraiser, QA appraiser and/or an appraisal lead and that no enhanced permissions have been given which are normally applied for users who are administrators.

The system is a secure web based application and has been designed for use in browsers IE10 upwards, Firefox and Google Chrome and can be viewed using either a PC or mobile device such as an iPad or Nexus.

If further support is required please contact the Revalidation Management System software team by email NECSU.RMS@nhs.net

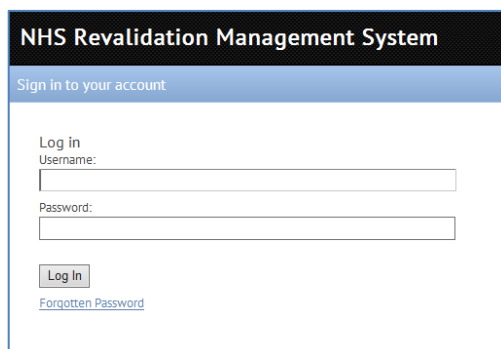


2 Logging In

Access to the NHS Revalidation Management System (NHS RMS) is provided by the Team Administrators (Regional or Local Office). The system will automatically send two emails notifying the user of a user name and password; both emails will also include a link to the web application.

Step 1

To access the Revalidation Management System click on the link provided in the email to display the following page:



The screenshot shows the login interface for the NHS Revalidation Management System. At the top, there is a black header with the text "NHS Revalidation Management System" in white. Below this is a blue bar with the text "Sign in to your account". The main area is white and contains the following elements: a "Log in" label, a "Username:" label followed by a text input field, a "Password:" label followed by a text input field, a "Log In" button, and a "Forgotten Password" link.

Advisory note: If you need to save the web application as a favourite then please use the web address <https://rms.wsybcsu.nhs.uk>.

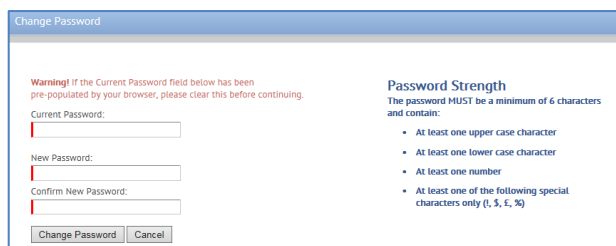
Step 2

From the information provided in the emails sent confirming access to RMS, complete the **Username** and **Password** fields on the log in page and click on the **Log In** button.

Advisory note: The username is not case sensitive; however the password is case sensitive and encrypted on entering the characters. It may therefore be advisable to copy and paste the password provided in the email into the Password field.

Step 3

On successfully logging in, and where this is for the first time, the **Change Password** page will be displayed as shown below:



The screenshot shows the "Change Password" page. It has a blue header with the text "Change Password". Below this, there is a warning message: "Warning! If the Current Password field below has been pre-populated by your browser, please clear this before continuing." The page contains three text input fields: "Current Password:", "New Password:", and "Confirm New Password:". To the right of these fields is a "Password Strength" section. It states: "The password MUST be a minimum of 6 characters and contain:" followed by a bulleted list: "At least one upper case character", "At least one lower case character", "At least one number", and "At least one of the following special characters only (!, \$, %, &)". At the bottom of the page are two buttons: "Change Password" and "Cancel".

Step 4

Follow the on-screen guidance carefully.

Complete the **Current Password** field with the same password used on the Log In page. If the copy and paste approach was used, then paste again.

For the **New Password** and **Confirm New Password** fields, create your own memorable password following the on-screen guidance. The password created must be the same for both of the fields.

Step 5

Click on the button **Change Password**.

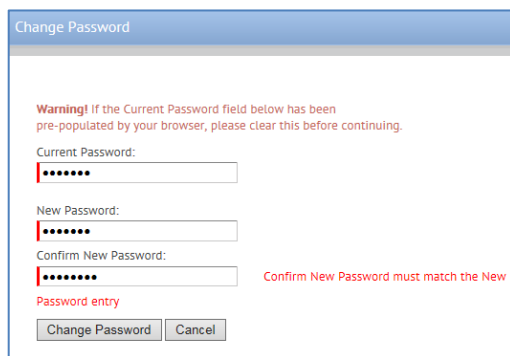
On successfully creating a new password the appropriate dashboard will be displayed.

Step 6

If any of the three fields have not been completed correctly, then on clicking the **Change Password** button all fields will be cleared.

Only if the New Password and Confirm New Password fields are not the same will the following message be displayed as shown below:

Confirm New Password must match the New Password entry



The screenshot shows a web form titled "Change Password". At the top, a warning message states: "Warning! If the Current Password field below has been pre-populated by your browser, please clear this before continuing." Below this are three input fields: "Current Password:", "New Password:", and "Confirm New Password:". Each field contains a series of dots representing masked text. A red error message, "Confirm New Password must match the New Password entry", is displayed to the right of the "Confirm New Password:" field. At the bottom of the form are two buttons: "Change Password" and "Cancel".

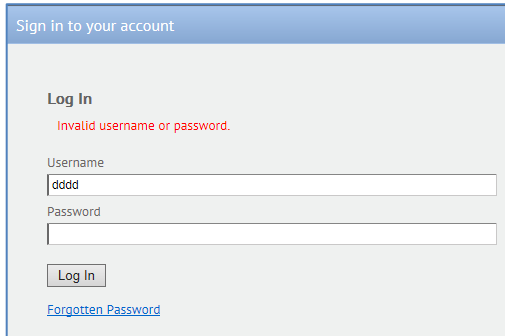
Advisory note: For the Change Password field, copy the password provided from the email. Type your new password in a Word document ensuring that the format meets the criteria, e.g. Letmein1! Copy and paste your new password into the two fields as advised in Step 4

3 Forgotten Password

If on logging in the message **Invalid username or password** is displayed and the web application address and username are correct, the **Forgotten Password** process can be used to reset and send a new password.

Step 1

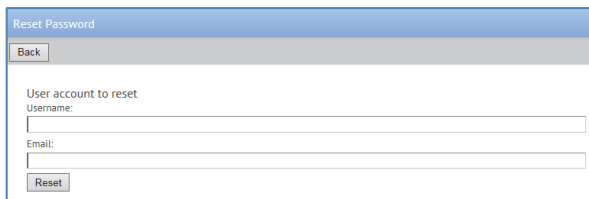
On the Log In page, click on the **Forgotten Password** link as shown below:



The screenshot shows a web form titled "Sign in to your account". Below the title is a "Log In" section. A red error message "Invalid username or password." is displayed. The "Username" field contains the text "dddd". The "Password" field is empty. There is a "Log In" button and a blue link labeled "Forgotten Password" below the password field.

Step 2

On the **Reset Password** page, as shown below, complete the **Username** and **Email** fields.



The screenshot shows a web form titled "Reset Password". At the top left is a "Back" button. Below it is the text "User account to reset". There are two input fields: "Username:" and "Email:". At the bottom is a "Reset" button.

A successful reset will display the message: **Your password has been reset. You will receive an email with your new password.**

Step 3

Click on the Back button returning to the Log In page. On receipt of the email with the new password, complete **Steps 1 to 5 for Logging In.**

4 90 Day Password Change

In line with NHS protocols, the application will prompt users to change their password every 90 days.

On logging in the **Change Password** screen will be displayed as shown below:

Change Password

Passwords are required to be changed every 90 days, please complete the fields below to create a new password.
Warning! If the Current Password field below has been pre-populated by your browser, please clear this before continuing.

Current Password: Please enter current password

New Password: New Password is required.

Confirm New Password:

Change Password Cancel

Password Strength
The password MUST be a minimum of 6 characters and contain:

- At least one upper case character
- At least one lower case character
- At least one number
- At least one of the following special characters only (!, \$, %, &)

Step 1

Follow the on-screen guidance carefully.

Complete the **Current Password** field with the same password used on the Log In page.

For the **New Password** and **Confirm New Password** fields, create your own memorable password following the on-screen guidance. The password created must be the same for both of the fields.

Step 2

Click on the button **Change Password**.

On successfully creating a new password the appropriate dashboard will be displayed.

5 Logging In Issues

Users can experience difficulty either with the Log In page, changing their password, or resetting their password. Views of various error messages are provided below with supporting guidance.

5.1 Log In Page

On the Log In page the following message will be displayed if either the username or password have been typed incorrectly. Invariably it is the password which is causing the message to display.

Invalid username or password

Solution: If after a number of attempts the message is still displayed, please use the **Forgotten Password** link displayed on the Log In page to reset your password.

5.2 Reset Password

The reset password page allows a user to receive another password. The following message will be displayed if either the username or email address is not correct, or access has not been provided to the user. Invariably it is the email address being used which is not the one which has been recorded in RMS for the user.

No user with the specified details was found

Solution: Use a different email address, however if after a number of attempts the message is still displayed, please contact your Local Office or Regional Team.

5.3 Change Password

The Change Password page requires the user to type accurately their existing password and create a new password correctly.

- a) If the **Current Password** field has not been typed correctly, the application will render all three fields blank with no message displayed.

Solution: Type the new password in a word document so that the characters are visible to check the password is correct.

- b) The following message will display if the **Confirm New Password** is not the same as the **New Password** created:

Confirm New Password must match the New Password entry

Solution: Type the new password in a word document so that the characters are visible to check the password confirms to the onscreen guidance. If correct, copy and paste into the New Password and Confirm New Password fields.

For security reasons the application will not inform users as to any reason why access has been denied.

5.4 No Email Received

Where no email has been received after having successful reset the password, this may be due to the following reasons:

- Issues with the Local Office/Regional Team sending emails
- Account deactivated

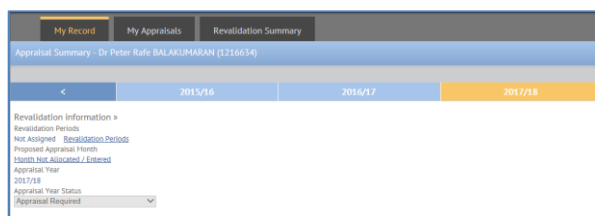
Solution: Please contact your Local Office or Regional Team.

6 Successful Log In

On successfully logging in the appropriate screen will be displayed depending on the level of permission given, i.e. as a Doctor, Appraiser/Regional Appraiser, QA Appraiser or Appraisal Lead. Example views for the various roles are shown below:

Access by a Doctor only (not an appraiser)

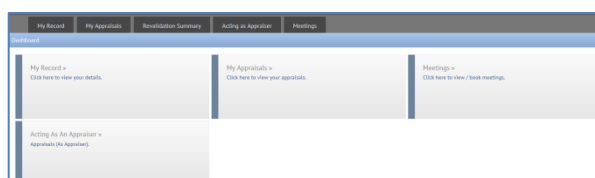
As a Doctor the default page displayed is the doctor's Appraisal Summary page.



- Doctors can only access their own information
- On the Appraisal Details page only the appraisal date can be entered where an appraiser has been allocated
- On the Doctor Record only their title, gender, contact information, CRB date, qualifications and CCG can be edited
- Completion of the Appraisal Feedback via a link displayed on the Appraisal Summary page

Access by an Appraiser/Regional Appraiser

For an Appraiser/Regional Appraiser the default page is the Appraiser Dashboard as shown below:



In addition to the access as described for a Doctor;

- The appraiser has access to their list of doctors to appraise.
- The appraiser can set the appraisal date
- Complete the appraisal output summary
- Upload documents
- View the doctor's revalidation summary
- Book onto meetings, where the meetings function is switched on by the designated body.

Access by a QA Appraiser

For a Quality Assurance Appraiser the default page is the QA Appraiser Dashboard as shown below:

QA Appraiser Dashboard							
Appraiser							
Appraiser	No of Appraisals	No of QA Appraisals that should be entered yet	Score 1	Score 2	Score 3	Average Score	
Dr Christopher Bernard (FRCGS)	5	1	AM QA Review	AM QA Review	AM QA Review	0	

In addition to the access as described for a Doctor and an Appraiser;

- The QA Appraiser has access to all appraisal records where the Appraiser has been associated to the QA Appraiser.
- Complete the quality assurance tool

Access by an Appraisal Lead

For an Appraisal Lead the default page is the Appraisal Lead Dashboard as shown below:

Dashboard		
My Record » Click here to view your details.	My Appraisals » Click here to view your appraisals.	Meetings » Click here to view / book meetings.
Acting As An Appraiser » Appraisals (As Appraiser)	Designated Body Quality Assurance » Click here to view appraisers Quality Assurance status.	

In addition to the access as described for a Doctor and an Appraiser;

- The Appraisal Lead has access to all appraisal records for the designated body.
- The Appraisal Lead can edit the appraisal output summaries

7 Role of an Appraiser

As an appraiser, the main page to navigate to is the **Acting As Appraiser** page which displays the list of doctors for the appraiser to appraise. The guidance provided in this section covers the following areas:

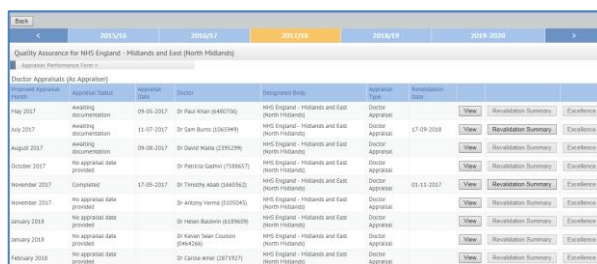
- inputting the appraisal date
- completing an Appraisal Output Summary
- uploading the appraisal documents
- viewing the Revalidation Summary
- viewing their appraiser performance/quality assurance feedback

7.1 Inputting the Appraisal Date

Complete the following steps to update a doctor's appraisal with an appraisal date.

Step 1

From the Dashboard click on either the button or tab **Acting as an Appraiser** to display the following view:



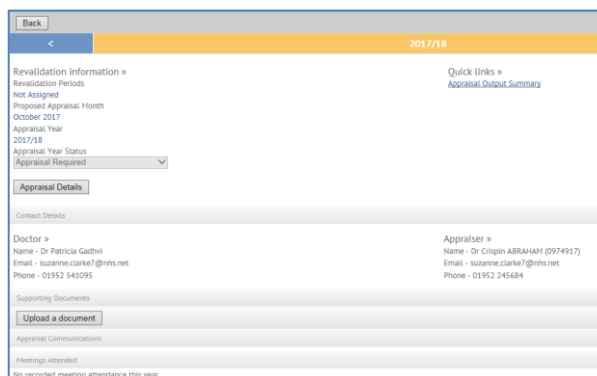
Proposed Appraisal Month	Appraisal Date	Doctor	Appraisal Type	Revalidation Date	View	Revalidation Summary	Excellence
May 2017	09-05-2017	Dr Paul Khan (0480706)	WHS England - Midlands and East (North Midlands)	Doctor Appraisal	View	Revalidation Summary	Excellence
July 2017	11-07-2017	Dr Sam Burns (2361995)	WHS England - Midlands and East (North Midlands)	Doctor Appraisal	View	Revalidation Summary	Excellence
August 2017	09-08-2017	Dr David Wale (2362296)	WHS England - Midlands and East (North Midlands)	Doctor Appraisal	View	Revalidation Summary	Excellence
October 2017	No appraisal date provided	Dr Patricia Gadhvi (1089637)	WHS England - Midlands and East (North Midlands)	Doctor Appraisal	View	Revalidation Summary	Excellence
November 2017	17-05-2017	Dr Timothy Akab (0467562)	WHS England - Midlands and East (North Midlands)	Doctor Appraisal	View	Revalidation Summary	Excellence
November 2017	No appraisal date provided	Dr Anthony Nwagwu (2303045)	WHS England - Midlands and East (North Midlands)	Doctor Appraisal	View	Revalidation Summary	Excellence
January 2018	No appraisal date provided	Dr Hameed Basheer (2089608)	WHS England - Midlands and East (North Midlands)	Doctor Appraisal	View	Revalidation Summary	Excellence
January 2018	No appraisal date provided	Dr Kevin Sean Clouston (0464346)	WHS England - Midlands and East (North Midlands)	Doctor Appraisal	View	Revalidation Summary	Excellence
February 2018	No appraisal date provided	Dr Carole Wale (2071917)	WHS England - Midlands and East (North Midlands)	Doctor Appraisal	View	Revalidation Summary	Excellence

The view will display the current appraisal year with the list of doctors ordered by Proposed Appraisal Month (April to March).

If appraising for other Local Offices, or doctors who are Responsible Officers, then the view will include all the doctors the appraiser is to appraise.

Step 2

To update a doctor's appraisal record with the appraisal date, click on the **View** button to display the Doctor's Appraisal Summary page:



Back < 2017/18

Revalidation Information > Quick links > Appraisal Output Summary

Not Assigned

Proposed Appraisal Month: October 2017

Appraisal Year: 2017/18

Appraisal Year Status: Appraisal Required

Appraisal Details

Contact Details

Doctor > Name - Dr Patricia Gadhvi Email - susanne.clarke7@nhs.net Phone - 01952 541095

Appraiser > Name - Dr Crispin ABRAHAM (0974917) Email - susanne.clarke7@nhs.net Phone - 01952 245684

Supporting Documents

Upload a document

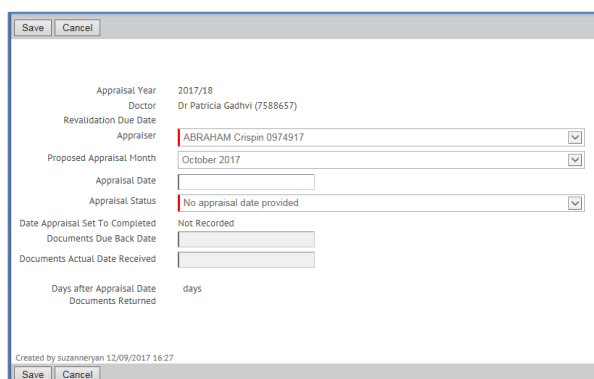
Appraisal Communications

Meetings Attended

No recorded meeting attendance this year.

Step 3

Click on the **Appraisal Details** button to display the appraisal record where the appraisal date is completed as shown below:



The screenshot shows a web form titled 'Appraisal Details'. At the top, there are 'Save' and 'Cancel' buttons. The form contains the following fields and values:

- Appraisal Year: 2017/18
- Doctor: Dr Patricia Gadhvi (7588657)
- Revalidation Due Date: (empty)
- Appraiser: ABRAHAM Crispin 0974917 (dropdown menu)
- Proposed Appraisal Month: October 2017 (dropdown menu)
- Appraisal Date: (empty)
- Appraisal Status: No appraisal date provided (dropdown menu)
- Date Appraisal Set To Completed: Not Recorded
- Documents Due Back Date: (empty)
- Documents Actual Date Received: (empty)
- Days after Appraisal Date Documents Returned: days

At the bottom, it says 'Created by suzanneryan 12/09/2017 16:27' and has 'Save' and 'Cancel' buttons.

Select the date of the appraisal from the calendar and click on Save to return to the Doctor's Appraisal Summary page.

The appraisal date can also be completed by the Doctor, if the Doctor has been provided with access to RMS, ie. not an appraiser.

Step 4

From the Doctor's Appraisal Summary page, click on the **Back button** to return to the Acting As Appraiser page.

7.2 Completing an Appraisal Output Summary

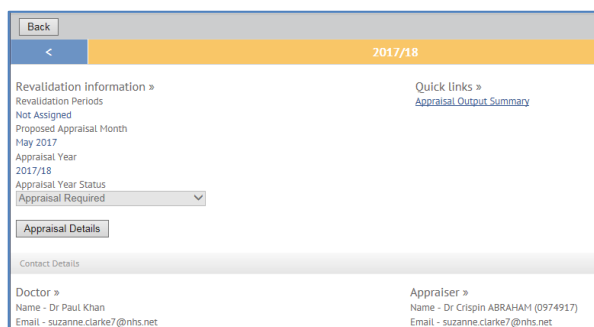
Steps are as follows to complete a doctor's appraisal output summary.

Step 1

From the **Acting As Appraiser** page, click on the **View** button to access the Doctor's Appraisal Summary page.

Step 2

On the Doctor's Appraisal Summary page, click on the link **Appraisal Output Summary** as shown below:



The screenshot shows the 'Doctor's Appraisal Summary' page. At the top, there is a 'Back' button and a navigation bar with a left arrow and '2017/18'. The page is divided into two main sections: 'Revalidation Information' and 'Quick links'. The 'Revalidation Information' section contains the following details:

- Revalidation Periods: Not Assigned
- Proposed Appraisal Month: May 2017
- Appraisal Year: 2017/18
- Appraisal Year Status: Appraisal Required (dropdown menu)
- Appraisal Details button

The 'Quick links' section contains a link to 'Appraisal Output Summary'. At the bottom, there is a 'Contact Details' section with the following information:

- Doctor: Dr Paul Khan, Email: suzanne.clarke7@nhs.net
- Appraiser: Dr Crispin ABRAHAM (0974917), Email: suzanne.clarke7@nhs.net

Step 3

On clicking the link to the **Appraisal Output Summary** the following page will be displayed:

The screenshot shows a web form titled 'Appraisal Output Summary'. It has a 'Save' and 'Cancel' button at the top left. The form is divided into two main sections. The first section is titled 'Is there satisfactory supporting information for all the Doctor's roles?'. It contains several dropdown menus, each with a red 'Select' label. The dropdowns are for: Quality Improvement Activity, Sufficient Continuing Professional Development (Annual compliance), Number of CPD credits, Significant Events (Annual compliance), Complaints and Compliments Review (Annual compliance), Feedback, Has a Colleague feedback (MSF) been completed this year?, Has a Patient feedback (PSQ) been completed this year?, and Scope of Work (Other Roles). Each dropdown is followed by a 'Notes' field. The second section is titled 'Health'. It contains a dropdown for 'Health declaration confirmed (picked on MAG form?)'. Below this is a section titled 'MAG Statements' with several dropdowns and 'Notes' fields. The dropdowns are for: 'An appraisal has taken place that reflects the whole of the doctor's scope of work and addresses the principles and values set out in the Good Medical Practice (HAG 1)', 'Appropriate supporting information has been presented in accordance with the Good Medical Practice Framework for appraisal and revalidation and this reflects the nature and scope of the doctor's work (HAG 2)', 'A review that demonstrates progress against last year's personal development plan has taken place (HAG 3)', 'An agreement has been reached with the doctor about a new personal development plan and any associated actions for the coming year (HAG 4)', and 'No information has been presented or discussed in the appraisal that raises a concern about the doctor's fitness to practise (HAG 5)'. At the bottom of the form, there is an 'Annual Status' field and 'Save' and 'Cancel' buttons.

The Appraisal Output Summary is completed by selecting the necessary responses to the questions and typing any notes. All questions are mandatory as indicated by the red marker in the left hand margin of the select box. The appraisal output summary cannot be partially saved and completed at a later date.

If 'No' has been selected for any of the following questions then for the MAG2 statement, the option of **Disagree** must be selected:

- Quality Improvement Activity
- Sufficient Continuing Professional Development
- Significant Events
- Complaints and Compliments
- Scope of Work

If the option of **Agree** is selected the following message will be displayed as shown below and it will not be possible to save the record until the message is resolved:

MAG 2 can only be 'Agree' if all evidence for the doctor's main role has been provided and all other roles have also been evidenced.

Appropriate supporting information has been presented in accordance with the Good Medical Practice Framework for appraisal and revalidation and this reflects the nature and scope of the doctor's work (MAG 2)

Agree

MAG 2 can only be 'Agree' if all evidence for the doctor's main role has been provided and all other roles have also been evidenced.

Action: Review the questions where 'No' has been selected, if these responses are correct then select '**Disagree**' for the MAG2 statement.

Step 4

On completing all questions, the **Annual Status** will be displayed, in this example **green** as shown below:

No information has been presented or discussed in the appraisal that raises a concern about the doctor's fitness to practice (MAG 3)

Agree

Notes

Annual Status

Annual Status

Save Cancel

Where a MAG statement is **Disagree** the annual status will be red as shown below:

Annual Status

Annual Status

Save Cancel

Click on the **Save** button at the bottom of the screen to return to the Doctor's Appraisal Summary page; a message will display again if any validation issues remain unchanged.

After successfully saving the record, the Appraisal Output Summary read only.

7.3 Uploading Appraisal Documents

The uploading of appraisal document(s) is on the Appraisal Summary page.

Step 1

On the doctor's Appraisal Summary page, click on the button **Upload a document** as shown below:

Revalidation information »

Revalidation Periods

Not Assigned

Proposed Appraisal Month

May 2017

Appraisal Year

2017/18

Appraisal Year Status

Appraisal Required

Appraisal Details

Contact Details

Doctor »

Name - Dr Paul Khan

Email - suzanne.clarke7@nhs.net

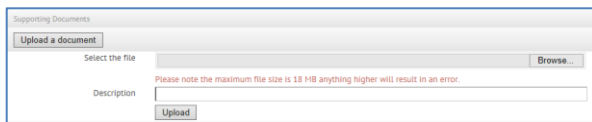
Supporting Documents

Upload a document

Appraisal Communications

Step 2

Click on the **Upload a document** button to display the following section:



The screenshot shows a web form titled 'Supporting Documents'. At the top is a button labeled 'Upload a document'. Below it is a section for file selection with a 'Select the file' label, a text input field, and a 'Browse...' button. A note states: 'Please note the maximum file size is 18 MB anything higher will result in an error.' Below this is a 'Description' label and a text input field. At the bottom is an 'Upload' button.

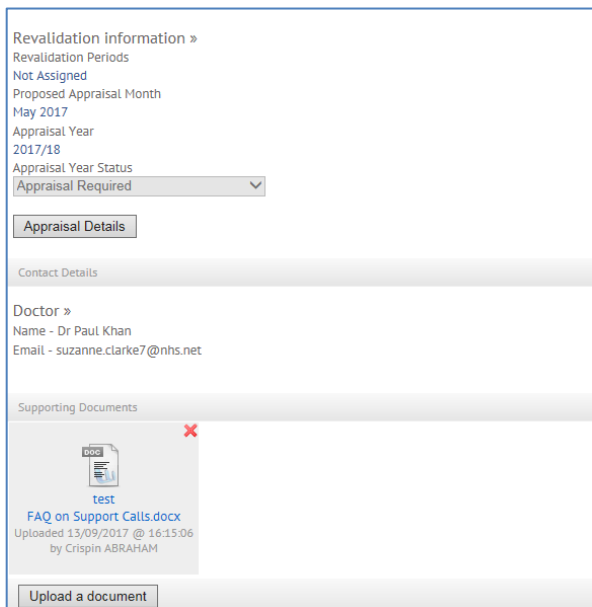
Please note the advice regarding the file size.

Step 3

Click on the **Browse** button to navigate to where the documents have been saved, complete the **Description** field and click on the **Upload** button.

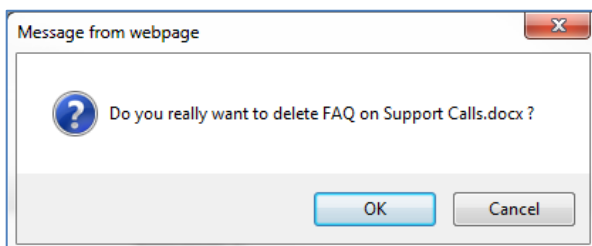
Step 3

On successfully uploading the document, the doctor's Appraisal Summary page will display the document as shown below:



The screenshot shows a web page for 'Revalidation Information'. It includes sections for 'Revalidation Periods' (Not Assigned, Proposed Appraisal Month: May 2017, Appraisal Year: 2017/18, Appraisal Year Status: Appraisal Required), 'Appraisal Details' (button), 'Contact Details' (Doctor: Dr Paul Khan, Email: suzanne.clarke7@nhs.net), and 'Supporting Documents'. The 'Supporting Documents' section shows a document icon with a red cross, labeled 'test FAQ on Support Calls.docx', with upload details: 'Uploaded 13/09/2017 @ 16:15:06 by Crispin ABRAHAM'. An 'Upload a document' button is at the bottom.

Multiple documents can be uploaded. If a document needs to be deleted, click on the red cross, a message will display to confirm the deletion as shown below:



The screenshot shows a dialog box titled 'Message from webpage'. It contains a question mark icon and the text: 'Do you really want to delete FAQ on Support Calls.docx ?'. At the bottom are 'OK' and 'Cancel' buttons.

8 Revalidation Summary

The Revalidation Summary displays all the completed Appraisal Summaries so that an Appraiser can identify where there are any 'gaps' which need to be addressed when undertaking the appraisal, i.e. MSF and PSQ. The Revalidation Summary also supports the decision to recommend the doctor for revalidation by the Responsible Officer.

Steps as follow to view the doctor's Revalidation Summary:

Step 1

Display the **Acting As Appraiser** page:

Appraiser Performance Form									
Doctor Appraisals (As Appraiser)									
Appraisal Month	Appraisal Status	Appraisal Date	Doctor	Designated Body	Appraisal Type	Revalidation Date			
May 2017	Awaiting documentation	09-05-2017	Dr Paul Khan (8480706)	NHS England - Midlands and East (North Midlands)	Doctor Appraisal		View	Revalidation Summary	Excellence
July 2017	Awaiting documentation	11-07-2017	Dr Sam Burns (3065949)	NHS England - Midlands and East (North Midlands)	Doctor Appraisal	17-09-2018	View	Revalidation Summary	Excellence
August 2017	Awaiting documentation	09-08-2017	Dr David Waite (2395299)	NHS England - Midlands and East (North Midlands)	Doctor Appraisal		View	Revalidation Summary	Excellence
October 2017	Awaiting documentation	12-10-2017	Dr Patricia Gadhvi (7589457)	NHS England - Midlands and East (North Midlands)	Doctor Appraisal		View	Revalidation Summary	Excellence
November 2017	Completed	17-05-2017	Dr Timothy Aboob (1660362)	NHS England - Midlands and East (North Midlands)	Doctor Appraisal	01-11-2017	View	Revalidation Summary	Excellence
November 2017	No appraisal date provided		Dr Anthony Verma (3105040)	NHS England - Midlands and East (North Midlands)	Doctor Appraisal		View	Revalidation Summary	Excellence

Advisory note: In the view above the Revalidation Summary button for some records is greyed out, this is because the doctor does not have a current revalidation period. For these records the Revalidation Summary will not be accessible. Contact will need to be to the Local Office/Regional Team.

Step 2

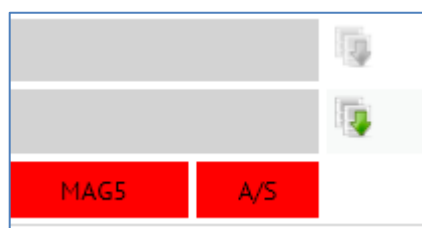
Click on the button **Revalidation Summary**, example shown below:

Revalidation Summary - Dr KAREN ANN Lacey (7804300)												
Back												
2017 - 2018												
2016/17	Q1A	Q1B	Q1C	Q1D	Q1E	Q1F	Q1G	Q1H	Q1I	Q1J	Q1K	Q1L
2015/16	Q1A	Q1B	Q1C	Q1D	Q1E	Q1F	Q1G	Q1H	Q1I	Q1J	Q1K	Q1L
2014/15	Q1A	Q1B	Q1C	Q1D	Q1E	Q1F	Q1G	Q1H	Q1I	Q1J	Q1K	Q1L
Overall	Q1A	Q1B	Q1C	Q1D	Q1E	Q1F	Q1G	Q1H	Q1I	Q1J	Q1K	Q1L

Where there is a purple triangle displayed as shown above for MAG5, when hovered over will show comments from the notes field.

Step 3

If there are uploaded documents for each appraisal year, the appraiser will be able to view the documents. An icon displays, as shown below, with a green arrow indicating an uploaded document:



Step 4

To view a completed Appraisal Output Summary click on the appraisal year on the left as shown below:

Back		
<		
2017/18 »	QIA	CPD
2016/17 »	QIA	CPD
2014/15 »		
Overall	QIA	CPD
Show Audit		

The Appraisal Output Summary will display as read only.

Step 5

Click on the **Back** button to return to the Acting As Appraiser page.

8.1 Appraisal Output Summary Algorithm

The algorithm which determines the red, amber or green on the Revalidation Summary is as follows:

- The individual questions will display as either green for yes/agree or red for no/disagree responses.
- For an individual appraisal year the Annual Score, **A/S** displayed to the right of the dashboard, is either green if all responses are yes/agree with the exception of the MSF/PSQ or where one answer is no/disagree, then the **A/S** is red.
- The **Overall** score displayed at the bottom of the summary will change as appraisal output summaries are completed each year. Displayed red, green or amber is determined by the following algorithm:
 - QIA - Green if any individual year is green, otherwise Red
 - CPD - Green if all years are green, Red if all years are red, otherwise Amber
 - SE - Red if any year is red, otherwise Green
 - Comp - Red if any year is red, otherwise Green
 - MSF - Green if any year is green, otherwise Red
 - PSQ - Green if any year is green, otherwise Red
 - MAGS - Green if all years are green, otherwise Amber
 - Overall Annual Status **A/S** – Green if all years are green, otherwise Amber

9 Appraiser Viewing the Quality Assurance Form

The quality assurance tools available are Excellence and Progress2. If the Local Office or Regional Team is using either tool, the button to complete either an Excellence or Progress2 QA form will be visible on the Appraiser's Acting As Appraiser page.

Example of Excellence:

Appraiser Performance Form >									
Doctor Appraisals (As Appraiser)									
Appraisal Month	Appraisal Status	Appraisal Date	Doctor	Designated Body	Appraisal Type	Revalidation Date			
May 2017	Completed	09-05-2017	Dr Paul Khan (8480706)	NHS England - Midlands and East (North Midlands)	Doctor Appraisal	17-05-2020	View	Revalidation Summary	Excellence (18)
July 2017	Completed	11-07-2017	Dr Sam Burns (1061949)	NHS England - Midlands and East (North Midlands)	Doctor Appraisal	17-09-2018	View	Revalidation Summary	Excellence
August 2017	Completed	09-08-2017	Dr David Waite (2395299)	NHS England - Midlands and East (North Midlands)	Doctor Appraisal	10-12-2017	View	Revalidation Summary	Excellence
October 2017	Awaiting documentation	02-10-2017	Dr Susan Carr (1430970)	NHS England - Midlands and East (North Midlands)	Doctor Appraisal	05-05-2020	View	Revalidation Summary	Excellence

If Progress2 has been selected, then the button would display as Progress2.

Excellence

The Excellence button will only be accessible when the form has been completed, the information displayed will be read only to the Appraiser (as shown in the example above).

Progress2

The Progress2 button will only be accessible when the form has been completed and set to Ready for Review, the information displayed will be read only to the Appraiser.

Appraiser Performance Form

The appraiser can view a summary of specific indicators on their Appraiser Performance Form page.

<

2015/16

2016/17

Quality Assurance for NHS England - Midlands and East (North Midlands)

Appraiser Performance Form >

On clicking the heading Appraiser Performance Form the following page will be displayed as read only:

Save Cancel

Number of appraisals completed

4

Number of appraisal documents returned within 28 days

4

Percentage of appraisal documents returned within 28 days

100

Appraiser meetings attended

0

Meetings Attended

There are no Meetings booked for this Appraiser

Description

Type

Host Designated Body

Average QA score

18

(min 18, max 18 from 1 forms)

Outcome of meeting with Appraisal Lead

Save

Cancel

Created by Modified by

The fields for Average score from the Appraiser Feedback form and Comments from the doctors Feedback Forms are not visible to the appraiser.

10 Role of a Regional Appraiser

As a Regional Appraiser, the role is the same as for an Appraiser, please refer to **Section 4**.

The only difference for a Regional Appraiser is the completing of the Appraisal Output Summary in that additional questions are displayed which require completion.

Example Appraisal Output Summary for a Responsible Officer below:

Is there satisfactory supporting information for all the Doctor's roles?

Quality Improvement Activity: **Select** Notes: _____

Sufficient Continuing Professional Development (Annual compliance): **Select** Notes: _____

Number of CPD credits: _____

Significant Events (Annual compliance): **Select** Notes: _____

Complaints and Compliments Review (Annual compliance): **Select** Notes: _____

Feedback

Has a Colleague feedback (HSP) been completed this year? **Select** Notes: _____

Has a Patient feedback (PSQ) been completed this year? **Select** Notes: _____

Scope of Work (Other Roles)

Was some evidence submitted for ALL roles? **Select** Notes: _____

Probity

Probity declaration confirmed (picked on MAG form)? **Select**

Health

Health declaration confirmed (picked on MAG form)? **Select**

RD

Attendance at network meetings discussed? **Select** Notes: _____

AOA discussed? **Select** Notes: _____

AOA action plan discussed? **Select** Notes: _____

Was there a Quality Improvement Activity in role of RD? **Select** Notes: _____

QA Board reports discussed? **Select** Notes: _____

CQC report discussed? **Select** Notes: _____

CQC action plan discussed? **Select** Notes: _____

Other external governance reports discussed? **Select** Notes: _____

Other external governance action plan discussed? **Select** Notes: _____

MAG Statements

An appraisal has taken place that reflects the whole of the doctor's scope of work and addresses the principles and values set out in the Good Medical Practice (HAG 1): **Select** Notes: _____

Appropriate supporting information has been presented in accordance with the Good Medical Practice Framework for appraisal and revalidation and this reflects the nature and scope of the doctor's work (HAG 2): **Select**

A review that demonstrates progress against last year's personal development plan has taken place (HAG 3): **Select**

An agreement has been reached with the doctor about a new personal development plan and any associated actions for the coming year (HAG 4): **Select** Notes: _____

No information has been presented or discussed in the appraisal that raises a concern about the doctor's fitness to practise (HAG 5): **Select**

Annual Status

Annual Status: _____

The Revalidation Summary dashboard will display the additional questions as shown below:

	QA	CPD	SE	Comp	HSP	PSQ	MAG1	MAG2	MAG3	MAG4	MAG5	A/S
2017/18 »	QA	CPD	SE	Comp	HSP	PSQ	MAG1	MAG2	MAG3	MAG4	MAG5	A/S
2016/17 »	QA	CPD	SE	Comp	HSP	PSQ	MAG1	MAG2	MAG3	MAG4	MAG5	A/S
2015/16 »	QA	CPD	SE	Comp	HSP	PSQ	MAG1	MAG2	MAG3	MAG4	MAG5	A/S
Overall	QA	CPD	SE	Comp	HSP	PSQ	MAG1	MAG2	MAG3	MAG4	MAG5	A/S
RD Revalidation Details												
2017/18 »	MAG1	AOA	AOA AP	QA	QA AP	CQC	CQC AP	EGR	EGR AP			
2016/17 »	MAG1	AOA	AOA AP	QA	QA AP	CQC	CQC AP	EGR	EGR AP			
2015/16 »	MAG1	AOA	AOA AP	QA	QA AP	CQC	CQC AP	EGR	EGR AP			

Show Audit

11 Role of a Quality Assurance Appraiser

The Quality Assurance role assigned to appraisers can only be used in conjunction with the Quality Assurance Tool, **Progress2**.

On logging into the Revalidation Management System, the initial page displayed to a QA Appraiser will be the **QA Appraiser Dashboard** as shown below:

My Record	My Appraisals	Revalidation Summary	Acting as Appraiser	Meetings		
QA Appraiser Dashboard						
Appraisers						
Doctor	No of Appraisals	No of QA reviews that should be carried out	Score 1	Score 2	Score 3	Average Score
Dr Eleanor CHANDOK (4004578)	0	0				0

The Acting As Appraiser page which lists the doctors allocated to the appraiser for appraisal will be displayed via the tab **Acting as Appraiser** as shown above.

11.1 QA Appraiser Dashboard

The **QA Appraiser Dashboard** will display a list of appraisers which have been associated to the QA Appraiser.

Steps as follows to complete a quality assurance form using the Progress2 tool:

Step 1

From the QA Appraiser Dashboard, identify the appraiser to be quality assured and under the heading of **Score 1** if the link **Add QA Review** is displayed, click on the link as shown in the example below:

QA Appraiser Dashboard						
Appraisers						
Doctor	No of Appraisals	No of QA reviews that should be carried out	Score 1	Score 2	Score 3	Average Score
Dr Eleanor CHANDOK (4004578)	13	3	Add QA Review	Add QA Review	Add QA Review	0

Step 2

On clicking the **Add QA Review**, the view displayed will be the Acting as Appraiser page and the **Progress2** button visible, as shown below:

Acting As Appraiser - Dr Eleanor CHANDOK (4004578)									
Back									
< 2015/16 2016/17 2017/18 2018/19 2019-2020 >									
Quality Assurance for NHS England (Devon, Cornwall, Isles of Scilly Area Team)									
Appraisal Feedback Summary x (0 received) Appraiser Performance Form x									
Doctor Appraisals (As Appraiser)									
Proposed Appraisal Month	Appraisal Status	Appraisal Date	Doctor	Designated Body	Appraisal Type	Revalidation Date			
April 2017	Completed	02-04-2017	Dr Azeem Mohamed Kopeelman (0148217)	NHS England (Devon, Cornwall, Isles of Scilly Area Team)	Doctor Appraisal		View	Revalidation Summary	Progress2
April 2017	Completed	03-04-2017	Dr Mark Park (2157491)	NHS England (Devon, Cornwall, Isles of Scilly Area Team)	Doctor Appraisal	12-06-2018	View	Revalidation Summary	Progress2
May 2017	Completed	10-05-2017	Dr Ifat Aidi (4610954)	NHS England (Devon, Cornwall, Isles of Scilly Area Team)	Doctor Appraisal		View	Revalidation Summary	Progress2
May 2017	Completed	10-05-2017	Dr Daniel Dar (1803982)	NHS England (Devon, Cornwall, Isles of Scilly Area Team)	Doctor Appraisal		View	Revalidation Summary	Progress2
June 2017	No appraisal date provided		Dr Susan Mary Elizabeth Allen (5268906)	NHS England (Devon, Cornwall, Isles of Scilly Area Team)	Doctor Appraisal	09-09-2018	View	Revalidation Summary	Progress2
June 2017	No appraisal date provided		Dr Adrian Bamford (1361550)	NHS England (Devon, Cornwall, Isles of Scilly Area Team)	Doctor Appraisal		View	Revalidation Summary	Progress2

Advisory note: The Progress2 button will only be accessible if the appraisal has been set to Completed by the administrators.

Step 3

On clicking the **Progress2** button the quality assurance form will be displayed for completion. Example shown below:

Quality Assurance - Dr Eleanor CHANDOK (4004578) - 2017/18

[Back](#)

Appraisal Identifier: Dr Azem Mohamed Kopelman (0148217)

Quality Assured By: Dr Suzanne John David Ali (2220670) Date Carried Out: 09/10/2017

Progress2 Quality Assurance Test
Quality Assurance and development of post appraisal documentation

Score 0-2
0 = absent
1 = room for improvement
2 (max score) = well done

Comments
Explain low scores and suggest how the appraiser can improve the appraisal documentation

Professional (2)
is typewritten, objective, free from bias or prejudice, describes a professional appraisal, venue, time taken, good information governance, and confirms no identifiable third party information is included

Reflects A Good Appraisal Discussion (6) (2)
demonstrates focus on the reflection and needs of the doctor and is supportive of their personal and professional development

Reflects A Good Appraisal Discussion (6) (2)
challenges the doctor to consider their personal and professional development within the context of their work and to demonstrate quality improvements in practice

Overview (2)
includes a description of the whole scope of work and context for the doctor, and the appraisal in relation to the revalidation cycle and revalidation date

Gaps (1)
identifies any gaps in requirements for revalidation, mandatory training or scope of work and specifies how they will be addressed (or states if no gaps)

Review Supporting Information (5) and Lessons Learned (6) (2)
reviews SI in relation to Good Medical Practice and scope of work, comments on SI supplied separately and any information the doctor was asked to bring

Step 4

On completion of the quality assurance form click on the Save button. Then click on the **Back** button to return to the QA Appraiser Dashboard. The score will be displayed for the completed quality assurance form as shown below:

Acting As Appraiser - Dr Eleanor CHANDOK (4004578)

[Back](#)

< 2015/16 2016/17 2017/18 2018/19 2019-2020 >

Quality Assurance for NHS England (Devon, Cornwall, Isles of Scilly Area Team)

Appraisal Feedback Summary x (0 received) Appraiser Performance Form x

Doctor Appraisals (As Appraiser)

Appraisal Month	Appraisal Status	Appraisal Date	Doctor	Designated Body	Appraisal Type	Revalidation Date	View	Revalidation Summary	Progress2 (16.00)
April 2017	Completed	02-04-2017	Dr Azem Mohamed Kopelman (0148217)	NHS England (Devon, Cornwall, Isles of Scilly Area Team)	Doctor Appraisal		View	Revalidation Summary	Progress2 (16.00)
April 2017	Completed	05-04-2017	Dr Mark Park (2157492)	NHS England (Devon, Cornwall, Isles of Scilly Area Team)	Doctor Appraisal	12-06-2018	View	Revalidation Summary	Progress2
May 2017	Completed	10-05-2017	Dr Iftek Abul (4610954)	NHS England (Devon, Cornwall, Isles of Scilly Area Team)	Doctor Appraisal		View	Revalidation Summary	Progress2
May 2017	Completed	10-05-2017	Dr Daniel Der (3803982)	NHS England (Devon, Cornwall, Isles of Scilly Area Team)	Doctor Appraisal		View	Revalidation Summary	Progress2

Step 5

Click on the **Back** button to return to the QA Appraiser Dashboard. Following the completion of the Progress2 form the Score will be displayed. Example below for **Score 1**

QA Appraiser Dashboard

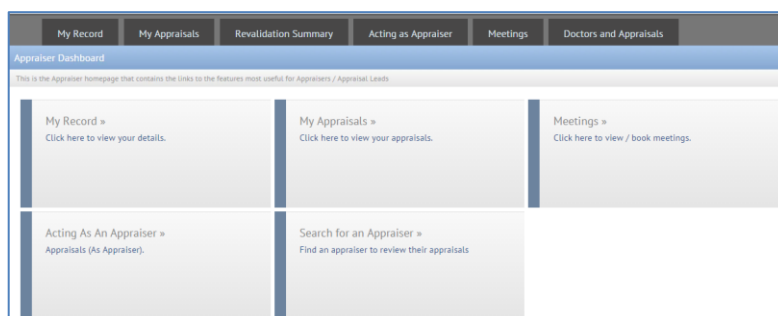
Appraisers

Doctor	No of Appraisals	No of QA reviews that should be carried out	Score 1	Score 2	Score 3	Average Score
Dr Eleanor CHANDOK (4004578)	13	3	16.00	Add QA Review	Add QA Review	16.00
Dr Alan John Keith Brown (5556064)	2	0	Add QA Review	Add QA Review	Add QA Review	0

12 Role of an Appraisal Lead

For doctors who are assigned the role of Appraisal Lead there will be additional permissions to edit information on certain pages, e.g. appraisal output summary and the performance form. Also all appraisal records will be visible for the designated body the appraisal lead is associated to on their user account.

On the dashboard there will be a button to **Search for an Appraiser**, or the Appraisal Lead can search for a doctor by clicking on the tab **Doctor and Appraisals** as shown below:



Advisory note: Where Progress2 is in use, the QA Dashboard is the default homepage.

12.1 Quality Assuring Appraisers

Steps are as follows to identify records in order to carry out quality assurance on an appraiser:

Step 1

From the Dashboard, as displayed above, click on the button **Search for an Appraiser** to display the follow page:

The image shows a screenshot of the 'Search for an Appraiser' form. It has a blue header with the title 'Search for an Appraiser'. Below the header, there is a 'Back' button. Underneath, there is a label 'Input an Appraiser Name or GMC Number' followed by a text input field. At the bottom of the form, there are two buttons: 'Search' and 'Reset'.

Step 2

Click on the **Search** button to display all appraisers or input the Appraiser's name or GMC No. and click on **Search** to display the following:

Search for an Appraiser

Back

Input an Appraiser Name or GRC Number

Hombly

Search Reset

Name

Harcus Hombly (550872)

Acting As Appraiser

Step 3

Click on the **Acting as Appraiser** button to display the Appraisers list of appraisals for the current appraisal year.

In the example below the quality assurance tool Excellence, has been switched on to display the button to complete the Excellence form.

Acting As Appraiser - Dr Chigini ABRAHAM (0974917)

Back

< 2015/16 2016/17 2017/18 2018/19 2019-2020 >

Quality Assurance for NHS England - Midlands and East (North Midlands)

Appraisal Feedback Summary » (0 received) Appraiser Performance Form »

Doctor Appraisals (As Appraiser)

Proposed Appraisal Month	Appraisal Status	Appraisal Date	Doctor	Designated Body	Appraisal Type	Revalidation Date			
April 2017	No appraisal date provided		Dr Paul David Allan (2788546)	NHS England - Midlands and East (North Midlands)	Doctor Appraisal		View	Revalidation Summary	Excellence
May 2017	Completed	09-05-2017	Dr Paul Khan (6480706)	NHS England - Midlands and East (North Midlands)	Doctor Appraisal	17-05-2020	View	Revalidation Summary	Excellence (16)
July 2017	Completed	11-07-2017	Dr Sam Burns (1065949)	NHS England - Midlands and East (North Midlands)	Doctor Appraisal	17-09-2018	View	Revalidation Summary	Excellence
August 2017	Completed	09-08-2017	Dr David Waite (2395299)	NHS England - Midlands and East (North Midlands)	Doctor Appraisal	10-12-2017	View	Revalidation Summary	Excellence
October 2017	Awaiting documentation	02-10-2017	Dr Susan Carr (1630970)	NHS England - Midlands and East (North Midlands)	Doctor Appraisal	05-05-2020	View	Revalidation Summary	Excellence
October 2017	Awaiting documentation	12-10-2017	Dr Patricia Gadhvi (7588657)	NHS England - Midlands and East (North Midlands)	Doctor Appraisal		View	Revalidation Summary	Excellence

An Excellence form can only be completed where the Appraisal Status of the Doctor's appraisal record has been set to 'Completed'. Where this is not the case, the Excellence form button will be greyed out.

Step 4

To review the doctor's appraisal output summaries and uploaded appraisal documents, click on the **Revalidation Summary** button for a particular doctor in order to display the following screen:

Back





< 2015 - 2018 >

2017/18 »	QIA	CPD	SE	Comp.	HSR	PSQ	FIAG1	FIAG2	FIAG3	FIAG4	FIAG5	A/S	
2016/17 »	QIA	CPD	SE	Comp.	HSR	PSQ	FIAG1	FIAG2	FIAG3	FIAG4	FIAG5	A/S	
2014/15 »	No Appraisal Output Summary												
Overall	QIA	CPD	SE	Comp.	HSR	PSQ	FIAG1	FIAG2	FIAG3	FIAG4	FIAG5	A/S	

Show Audit

Step 5

All appraisal documents which have been uploaded for any particular year within the revalidation period cycle displayed can be accessed for review by clicking on the icon displayed with a green arrow to the right of the dashboard as shown below:

G5	A/S	
G5	A/S	
		
G5	A/S	


Step 6

To access an individual completed Appraisal Output Summary, click on the appraisal year displayed on the left hand side of the dashboard as shown below:

Back	
<	
2017/18 »	Q1
2016/17 »	Q1
2014/15 »	
Overall	Q1

Step 7

To complete the Excellence form, click on the **Back** button displayed on the example above to return to the Appraiser's Acting as Appraiser page and click on the **Excellence** button.

On the summary of appraisal, sign off statements and the Personal Development Plan (PDP).		Score (If the appraiser has commented to partially agree for improvement or this good point)	Comments
Overall	Exemplary all? Does the summary comment on content, including range of evidence, and reflection on the value of the appraiser's work?	<input type="checkbox"/>	
	Exclude bias and prejudice? Are all statements objective, free from bias and prejudice and based on evidence? (If a good, professional document?)	<input type="checkbox"/>	
	Challenge, support and encourage? Does the summary demonstrate that the appraiser was challenging, supportive and focused on the needs of the doctor?	<input type="checkbox"/>	
	Explain why any statements (including health and safety) have not been agreed? Does appropriate commentary explain any 'no' or 'disagree' answers? (Score 2 if N/A)	<input type="checkbox"/>	
	Look at supporting information, lessons learned and changes made? Does the summary show quality improvements by reflecting what has been agreed and what needs to be changed as a result?	<input type="checkbox"/>	
Reviewing	Look at last year's PDP and reflect on each objective? If any objectives have not been achieved, have the reasons been discussed and documented?	<input type="checkbox"/>	
	Encourage excellence, celebrate accomplishments and record expectations? Does the summary capture examples of good practice and record expectations for the next appraisal cycle?	<input type="checkbox"/>	
	Are any gaps/no gaps in the requirements for revalidation and how they will be addressed? (Use supporting information to substantiate for each year)	<input type="checkbox"/>	
Planning ahead	Obtain SMART PDP Objectives? Are they Specific, Measurable, Achievable, Relevant and Time? Do they challenge the doctor to make quality improvements?	<input type="checkbox"/>	
	Explain the new PDP items? Does the summary show how the PDP objectives are informed by evidence from the supporting information and appraisal discussion?	<input type="checkbox"/>	
Overall Comments: <input type="text"/>		Total: <input type="text"/> Maximum Score: 10	

On completion of all fields click on the **Save** button to be returned to the Appraiser's Acting as Appraiser page.

Step 8

The total score will be displayed on the Excellence button as shown below:

17-05-2020	View	Revalidation Summary	Excellence (18)
17-09-2018	View	Revalidation Summary	Excellence (18)
10-12-2017	View	Revalidation Summary	Excellence

Advisory note: The score will be visible to the Appraiser.

Step 9

Where the appraisal lead has been provided with the doctor's name in order to do a review of the appraisal documents, the appraisal lead will need to click on the **Doctors and Appraisals** tab to display the screen as shown below:

To search for a record complete any of the above fields, e.g. Doctor's name or leave the fields blank, on clicking the **Search** button a list of doctor appraisal records are displayed as shown below:

Appraisal Year	Appraisal Date	Appraiser	Doctor	Appraisal
2013/14		No	Dr Robert George Armstrong (2047307)	Appraisal Summary
2013/14	01-10-2014	No	Dr Robert George Armstrong (2047307)	Appraisal Summary
2014/15		No	Dr Martin Armstrong (2134402)	Appraisal Summary
2014/15		No	Dr Elizabeth Bennett (2174215)	Appraisal Summary
2014/15		No	Dr Elizabeth Bennett (2174215)	Appraisal Summary
2014/15	01-10-2014	No	Dr Elizabeth Bennett (2174215)	Appraisal Summary
2014/15		No	Dr David Furlan Chon Williams (2013804)	Appraisal Summary
2014/15	13-10-2014	No	Dr David Furlan Chon Williams (2013804)	Appraisal Summary
2014/15	04-10-2014	No	Dr David Furlan Chon Williams (2013804)	Appraisal Summary
2014/15		No	Dr Helen Carter (2071212)	Appraisal Summary

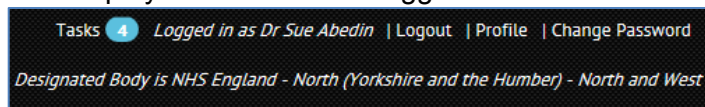
Whilst this approach will support the viewing of the doctor's appraisal documents and appraisal output summary, the Excellence tool will not be visible as this only displays on the Appraiser's Acting as Appraiser page.

Advisory note: If the Excellence Form is to be completed, take note of the appraiser's name and return to the **Search for an Appraiser** via the Dashboard (by clicking on the application heading **NHS Revalidation Management System**).

If Excellence is not being used continue from the screen above by clicking on the **Appraisal Summary** button to navigate to the doctor's appraisal record to view the Appraisal Output Summary and appraisal documents for the appropriate appraisal year.

12.2 Appraisal Lead Tasks

An administrator can assign a 'Task' to an appraisal lead in order to review a doctor's revalidation summary. The appraisal lead will have visibility of assigned tasks via an icon displayed next to their 'Logged in as' as shown below:



Step 1

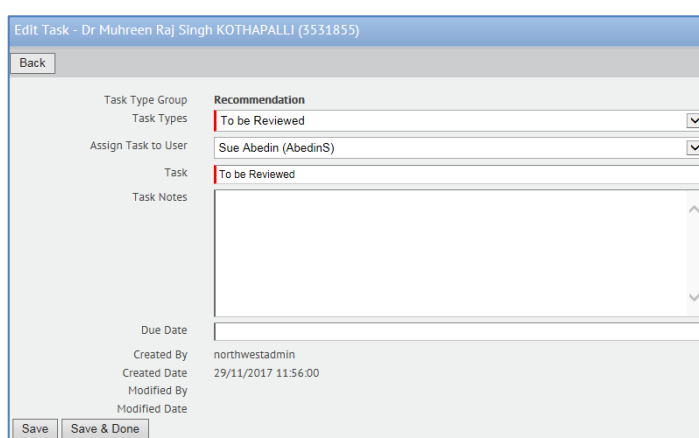
To view the list of tasks, click on Tasks icon to display the following page:

Task	Task Notes	Task Link	Due Date	Done Date	Edit
To be Reviewed		Dr Muhreen Raj Singh KOTHAPALLI (5531855)		Done	Edit
To be Reviewed		Dr Catherine Justine Hoodall (5229988)	10/11/2017	Done	Edit
To be Reviewed		Dr Julie Abdul MARYLAND (5276723)	01/12/2017	Done	Edit
To be Reviewed	Follow up appraisal output summaries.	Dr Peter JAQUE (2755888)	04/12/2017	Done	Edit

Advisory note: Only assign tasks from the Task Group Recommendation to Appraisal Leads. Create the task via the Doctor's Revalidation Summary page.

Step 2

Click on the **Edit** button to display the task as shown below:



An update can include:

- Completing of the Task Notes
- Amending the Due Date to a future date
- Updating the task and assigning to another person
- Updating the task and clicking on the **Save and Done** button

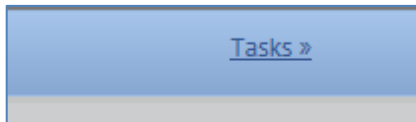
Step 3

Click on the **Task Link** to display the Revalidation Summary page:

2017 - 2018												
2017/18 »	No Appraisal Output Summary											
2016/15 »	QIA	CPD	SE	Comp	PSA	PSA	FMAG1	FMAG2	FMAG3	FMAG4	FMAG5	ATS
2015/14 »	Approved Hired Appraisal											
2012/13 »	Approved Hired Appraisal											
Overall	QIA	CPD	SE	Comp	PSA	PSA	FMAG1	FMAG2	FMAG3	FMAG4	FMAG5	ATS

Step 4

Access the task list for the Doctor via the **Task** link displayed in the top right hand corner.



This will display the following popup:

Tasks for Dr Muhreen Raj Singh KOTHAPALLI (3531855)		
<input type="button" value="Create New"/>		
Task	Due Date	
To be Reviewed		<input type="button" value="Done"/> <input type="button" value="Edit"/>

Step 5

Click on the **Edit** button to display the task and update as per **Step 2**.



13 Appraiser Performance Form

The Appraiser Performance form displays information submitted via the Appraisal Feedback Form, meeting attendance by the appraisers if the Meetings feature has been implemented by the team, and Quality Assurance scores if either Excellence or Progress2 have been used in RMS.

A freetext field is available for the Appraisal Lead to complete the outcomes following the meeting with the appraiser.

An appraiser can view the Appraiser Performance page with some of the fields only being visible.

Steps are as follows for an Appraisal Lead viewing and completing the Appraiser Performance Form:

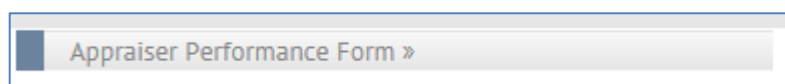
Step 1

Search for an Appraiser as per Section 9 and click on the button for the **Acting As Appraiser** to displaying the following screen:

< 2015/16 2016/17 2017/18 2018/19 2019-2020 >									
Quality Assurance for NHS England - Midlands and East (North Midlands)									
Appraisal Feedback Summary > (0 received) Appraiser Performance Form >									
Doctor Appraisals (As Appraiser)									
Proposed Appraisal Month	Appraisal Status	Appraisal Date	Doctor	Designated Body	Appraisal Type	Revalidation Date			
April 2017	No appraisal date provided		Dr Paul David Allan (2788348)	NHS England - Midlands and East (North Midlands)	Doctor Appraisal		View	Revalidation Summary	Excellence
May 2017	Completed	09-05-2017	Dr Paul Khan (J480706)	NHS England - Midlands and East (North Midlands)	Doctor Appraisal	17-05-2020	View	Revalidation Summary	Excellence (18)

Step 2

Displayed beneath the heading **Quality Assurance for NHS England – [designated body name]** will be the heading **Appraiser Performance Form >>** as shown below:



Step 3

Click on the heading to display the following page:

Number of appraisals completed	<input type="text" value="6"/>						
Number of appraisal documents returned within 28 days	<input type="text" value="6"/>						
Percentage of appraisal documents returned within 28 days	<input type="text" value="100"/>						
Average score from the Appraiser Feedback Form	<input type="text" value="3.9"/> (min 3, max 5 from 2 forms)						
Appraiser meetings attended	<input type="text" value="1"/>						
Meetings Attended							
<table><thead><tr><th>Description</th><th>Type</th><th>Host Designated Body</th></tr></thead><tbody><tr><td>Appraiser Quarterly Workshop</td><td>Shropshire Appraiser Meetings</td><td>NHS England - Midlands and East (North Midlands)</td></tr></tbody></table>		Description	Type	Host Designated Body	Appraiser Quarterly Workshop	Shropshire Appraiser Meetings	NHS England - Midlands and East (North Midlands)
Description	Type	Host Designated Body					
Appraiser Quarterly Workshop	Shropshire Appraiser Meetings	NHS England - Midlands and East (North Midlands)					
Average QA score	<input type="text" value="18"/> (min 18, max 18 from 2 forms)						
Comments from the doctors Feedback Forms	This, that and the other. Challenged and supported in a very positive way.						
Outcome of meeting with Appraisal Lead	<div><div></div></div>						
<div>Save Cancel</div>							
Created by Modified by							

An explanation of the fields above is as follows:

Number of appraisal completed

This figure is pre-populated and read only based on the number of appraisals with the appraisal status set to 'Completed'.

Number of appraisal documents returned within 28 days

This figure is pre-populated and read only based on the number of appraisals where the actual date of documents returned is less than the appraisal date plus 28 days. There is a field on the appraisal details page which displays the documents due back date which is read only and is populated once an appraisal date is completed.

Percentage of appraisal documents returned within 28 days

Percentage calculation pre-populated and read only.

Average score from the Appraiser Feedback Form

Average score is pre-populated and read only based on the number of feedback forms submitted.

Appraiser meetings attended

This field can be pre-populated if the team is using the Meetings functionality. If not, then the appraiser or member of the team can populate manually with a value.

Meetings Attended

Where the team is using the Meetings functionality, then confirmed attendance at any meetings will be displayed by providing the description of the meeting, date, the type of meeting and the host Designated Body as shown in the example below:

Appraiser meetings attended	1						
Meetings Attended							
	<table><tr><th>Description</th><th>Type</th><th>Host Designated Body</th></tr><tr><td>RHS Training - 28 April 2015</td><td>Appraisal Workshop</td><td>NHS England (Lancashire Area Team)</td></tr></table>	Description	Type	Host Designated Body	RHS Training - 28 April 2015	Appraisal Workshop	NHS England (Lancashire Area Team)
Description	Type	Host Designated Body					
RHS Training - 28 April 2015	Appraisal Workshop	NHS England (Lancashire Area Team)					

Average QA score

This score can be pre-populated if this team has Excellence or Progress2 switched on and appraisal leads have completed the Excellence/Progress2 form for the appraiser.

Alternatively, if a different quality assurance form is being used, then the score can be manually completed.

Comments from the doctors Feedback Forms

This section pre-populated with comments completed from the Appraiser Section only on the Appraisal Feedback Form.

Outcome of meeting with Appraisal Lead

A free text field.

Fields indicated with a red marker are mandatory fields, these being the Appraiser meetings attended and Average QA score.

14 Appraisal Feedback Form

Following an appraisal, doctors may be sent an email from the Revalidation Management System to complete the Appraisal Feedback Form.

The email will include a link to the form which is unique to each doctor, the questionnaire is anonymous and does not require access to the RMS. Each page of the questionnaire will need to be completed before clicking on the next button and progressing to the following page before submitting. The form cannot be saved to complete at a later point in time.

Appraisal Feedback Form displayed below:

Name of Designated Body	Name of Appraiser	Date of appraisal discussion
NHS England (West Yorkshire Area Team)	Dr Nicola Jane Allen	12/05/2015

Whether your appraisal went well or could have been better, it is vital to have your feedback so that we can improve the process. Please could you take time to complete this questionnaire. It will be used to provide information to the Responsible Officer about the quality of the appraisal and to provide feedback to your appraiser. Your appraiser will receive anonymised collected feedback. The results will be used to influence future appraisal training, and will not form any part of your appraisal.

If you have a serious concern about your appraisal, do not use this form and please contact your appraisal lead directly.

To get started with the survey, simply click the Next button.

[Next](#)

Name of Designated Body	Name of Appraiser	Date of appraisal discussion
NHS England (West Yorkshire Area Team)	Dr Nicola Jane Allen	12/05/2015

Page 1 of 4: Appraisal feedback questionnaire

Duration of appraisal discussion (hours)	<input type="radio"/> <1	<input type="radio"/> 1-2	<input checked="" type="radio"/> 2-3	<input type="radio"/> 3-4	<input type="radio"/> >4
Was there sufficient protected time for the appraisal discussion?	<input checked="" type="radio"/> Yes <input type="radio"/> No				
Was the venue of your choice, private and professional?	<input checked="" type="radio"/> Yes <input type="radio"/> No				
Comments	It was OK.				

[Back](#) [Next](#)

Name of Designated Body	Name of Appraiser	Date of appraisal discussion
NHS England (West Yorkshire Area Team)	Dr Nicola Jane Allen	12/05/2015

Page 2 of 4: The administration and management of the appraisal system

Is the appraisal process satisfactory?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Did you have access to all necessary forms and materials for your appraisal?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Were you able to collect the necessary supporting information from the organisation(s) where you work?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Did the administrative support for the appraisal process meet your needs?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Any comments about the administration or management of your appraisal system	How staff do a little bit better.

[Back](#) [Next](#)

Name of Designated Body	Name of Appraiser	Date of appraisal discussion
NHS England (West Yorkshire Area Team)	Dr Nicola Jane Allen	12/05/2015

Page 3 of 4: The appraiser (Please give your appraiser feedback for their personal development)
Please rate your appraiser's skills in...

Establishing rapport	<input type="radio"/> Poor <input type="radio"/> Borderline <input checked="" type="radio"/> Satisfactory <input type="radio"/> Good <input type="radio"/> Very good
Demonstrating thorough preparation for your appraisal	<input type="radio"/> Poor <input type="radio"/> Borderline <input type="radio"/> Satisfactory <input checked="" type="radio"/> Good <input type="radio"/> Very good
Listening to you and giving you time to talk	<input type="radio"/> Poor <input type="radio"/> Borderline <input type="radio"/> Satisfactory <input type="radio"/> Good <input checked="" type="radio"/> Very good
Giving constructive and helpful feedback	<input type="radio"/> Poor <input type="radio"/> Borderline <input type="radio"/> Satisfactory <input checked="" type="radio"/> Good <input type="radio"/> Very good
Supporting you	<input type="radio"/> Poor <input type="radio"/> Borderline <input type="radio"/> Satisfactory <input checked="" type="radio"/> Good <input type="radio"/> Very good
Challenging you	<input type="radio"/> Poor <input type="radio"/> Borderline <input type="radio"/> Satisfactory <input checked="" type="radio"/> Good <input type="radio"/> Very good
Helping you to review your practice	<input type="radio"/> Poor <input type="radio"/> Borderline <input checked="" type="radio"/> Satisfactory <input type="radio"/> Good <input type="radio"/> Very good
Helping you to identify gaps and improve your portfolio of supporting information for revalidation	<input type="radio"/> Poor <input checked="" type="radio"/> Borderline <input type="radio"/> Satisfactory <input type="radio"/> Good <input type="radio"/> Very good
Helping you to review your progress against your last personal development plan (PDP)	<input type="radio"/> Poor <input type="radio"/> Borderline <input checked="" type="radio"/> Satisfactory <input type="radio"/> Good <input type="radio"/> Very good
Helping you to produce a new PDP that reflects your development needs	<input checked="" type="radio"/> Poor <input type="radio"/> Borderline <input type="radio"/> Satisfactory <input type="radio"/> Good <input type="radio"/> Very good
Managing the appraisal process and paperwork	<input type="radio"/> Poor <input type="radio"/> Borderline <input checked="" type="radio"/> Satisfactory <input type="radio"/> Good <input type="radio"/> Very good
Would you be happy to have the same appraiser again?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Any other comments about your appraiser:	So thorough at times.

[Back](#) [Next](#)

Name of Designated Body	Name of Appraiser	Date of appraisal discussion
NHS England (West Yorkshire Area Team)	Dr Nicola Jane Allen	12/05/2015

Page 4 of 4: The appraisal overall
Was the appraisal useful overall for...

Your personal development?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Your professional development?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Your preparation for revalidation?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Promoting quality improvements in your work?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Improving patient care? (where applicable)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Any other comments about your appraisal overall:	Change of venue as too disruptive in the practice.

[Back](#) [Submit](#)

The results are collated by RMS and can only be viewed by the Appraisal Lead or Team Administrators.

The link to the Appraisal Feedback is located on the **Appraisers Acting as Appraiser** page which is not visible to Appraisers.

Steps are as follows for the Appraisal Lead to view the collated feedback received:

Step 1

Appraisal Feedback can only be viewed where doctors have submitted their feedback following the appraisal with the appraiser, a value will be displayed in the heading to indicate feedback received.

Step 2

From the Appraiser's Acting As Appraiser page, click on the heading **Appraisal Feedback Summary >> (# received)**

Back	<	2012/13	2013/14	2014/15	2015/16
Quality Assurance for NHS England - North (Yorkshire and the Humber) - North and West					
Appraisal Feedback Summary >> (1 received)					
Appraiser Performance Form >					
Doctor Appraisals (As Appraiser)					

In the example above on one appraisal feedback has been received.

Step 3

On clicking the link a popup is displayed as shown below:

Do you want to open or save **AppraisersFeedback_13-Oct-2017.doc** (79.9 KB) from **rmsit.necs.nhs.uk?**

Open Save Cancel

Step 4

Selecting **Open** will display the feedback in a Word document as shown below:

Appraisers Feedback

Appraiser Name: Crispin ABRAHAM Period under review: April 2017 - March 2018

Appraisals carried out to date: 13 Feedback received: 2 15% Meetings attended: 1

Appraisal

	<1	1-2	2-3	3-4	>4
How long did it take you to prepare for your appraisal					
Duration of appraisal discussion		50.0 % 1	50.0 % 1		
	No	Yes			
Venue private and professional		2			
Was the protected time sufficient		2			

Comments:

Your appraiser

	1.Poor	2.Borderline	3.Satisfactory	4.Good	5.Very Good
Establishing rapport			100.0 % 2		
Demonstrating their preparation for your appraisal			50.0 % 1	50.0 % 1	
Listening to you and giving you time to talk				50.0 % 1	50.0 % 1
Giving constructive helpful feedback			50.0 % 1	50.0 % 1	
Supporting you				50.0 % 1	50.0 % 1
Challenging you					100.0 % 2
Helping you to review your practice			50.0 % 1	50.0 % 1	
Helping you to identify gaps and improve your portfolio of supporting information for revalidation			50.0 % 1	50.0 % 1	
Helping you to review your progress against your last personal development plan			50.0 % 1		50.0 % 1
Helping you to produce a new PDP that reflects your development needs				50.0 % 1	50.0 % 1
Managing the appraisal process and paperwork			50.0 % 1	50.0 % 1	

15 Role of a Responsible Officer

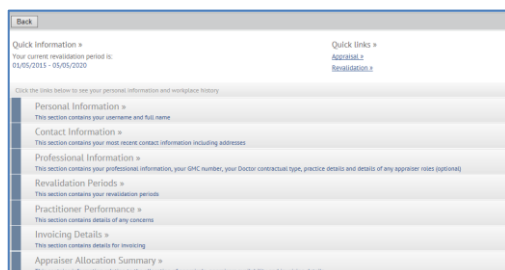
The RO role displayed on the user account page can be given to a Responsible Officer, Administrator or Appraisal Lead.

The RO role essentially displays the **Revalidation Recommendation** tab allowing the user to make recommendations directly from within the Revalidation Management System to GMC Connect.

16 My Doctor Record

The **My Record** button/tab holds information such as name, contact details, practice details, revalidation periods.

Click on the button/tab **My Record** to display the following screen which is an example for a Doctor who is also an appraiser:



Displayed on the left hand side of the page is the:

Quick information >>

Your current revalidation period is:
[from date and to date]

Displayed on the right hand side of the page is the:

Quick links >>

[Appraisal >>](#)
[Revalidation >>](#)

The Appraisal >> link navigates to the **My Appraisals** tab, covered in further detail below.

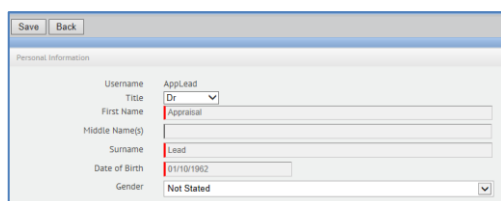
The Revalidation >> link navigates to the **Revalidation Summary** tab, covered in further detail below.

Data held in the relevant sections, displayed below, is dependent on whether certain functionality is switched on, i.e. Invoicing and Meetings. Sections are as follows:

- Personal Information
- Contact Information
- Professional Information
- Revalidation Periods
- Practitioner Concerns
- Invoicing Details
- Appraiser Allocation Summary
- Meetings Attendance

16.1 Personal Information

This section includes Username, First Name, Middle Name(s), Surname, Date of Birth and Gender as shown in the example below:



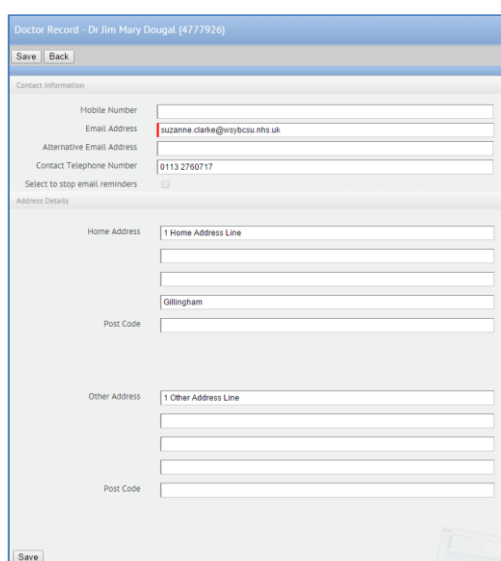
A screenshot of a web form titled 'Personal Information'. At the top are 'Save' and 'Back' buttons. The form contains the following fields: 'Username' (text input), 'Title' (dropdown menu with 'Dr' selected), 'First Name' (text input), 'Middle Name(s)' (text input), 'Surname' (text input), 'Date of Birth' (text input with '01/10/1962'), and 'Gender' (dropdown menu with 'Not Stated' selected). Red vertical markers are present to the left of the 'First Name', 'Surname', and 'Date of Birth' fields, indicating they are required.

All fields are read only with the exception of Title and Gender.

The red marker displayed in the left hand margin of the field indicates this as a required field.

16.2 Contact Information

This section includes Mobile Number, Email Address and Alternative Email Address, Contact Telephone Number, tick box to select to stop email reminders, Home Address fields and Other Address fields. Example shown below:



A screenshot of a web form titled 'Doctor Record - Dr Jim Mary Dougal (4777926)'. It has 'Save' and 'Back' buttons at the top. The form is divided into two sections: 'Contact Information' and 'Address Details'. The 'Contact Information' section includes: 'Mobile Number' (text input), 'Email Address' (text input with 'suzanne.clarke@wrybcou.nhs.uk'), 'Alternative Email Address' (text input), 'Contact Telephone Number' (text input with '0113 2760717'), and a 'Select to stop email reminders' checkbox. The 'Address Details' section includes: 'Home Address' (three text input lines, the first with '1 Home Address Line'), 'Post Code' (text input with 'Gillingham'), 'Other Address' (three text input lines, the first with '1 Other Address Line'), and 'Post Code' (text input). A 'Save' button is at the bottom left.

All fields are editable with the exception of the 'Select to stop email reminders'.

16.3 Professional Information

This section contains the GMC no., indicates if the doctor is an appraiser, appraisal lead or responsible officer appraiser, etc., the practice details and the proposed appraisal month. Sections displayed below:

Professional Information

GMC No: 4777928

GMC Licence or Registration: Please Select

CRB Date:

Contractual Type: Principal/Partner

Is Appraiser? ☒

Appraiser Information:

Is Doctor Appraisal Lead: ☐

Appraisal Lead: Please select a Doctor Appraisal Lead

Is RO Appraiser? ☐

Is Responsible Officer? ☐

Designated Body: NHS England (West Yorkshire Area Team)

Designated Body History:

Locality: Leeds

Locality History:

Preferred Toolkit: Please select a Toolkit

Proposed Appraisal Month: March

Doctor Quality Date:

Qualifications: Select options

Practice: City View Medical Practice Beeston Hill Community Health Centre

Practice Information: City View Medical Practice Beeston Hill Community Health Centre
886002
123 Cemetery Road Leeds Road Leeds LS11 8BS
Telephone Number: 0113 276 0717

Show Practice History:

Search and add other practice:

Other Practice:

CCG: Select options

GP/GI:

Scope of Work:

Save

The only fields which are editable are the CRB Date, Appraiser Information, Qualifications and CCG.

All history links indicated [in blue underlined](#) are accessible.

If any information held on this page is incorrect, and you are unable to amend, then please contact your Local NHS England Team.

16.4 Revalidation Periods

This section includes the revalidation periods and the revalidation status; the end date or submission date being the date by which the Doctor must be recommended for revalidation according to the GMC.

Doctor Record - Dr Im Mary Douglas (4777928)		
Back		
Revalidation Period		
Revalidation Period Start Date	Revalidation Period End Date	Revalidation Status
30-4-2014	27-3-2019	
01-4-2013	25-4-2014	Recommendation to revalidate

In the example above the doctor's **Revalidation Status** has been set to **Recommendation to revalidate**.

Where the recommendation has been approved a new revalidation period is created.

Information on this page is read only.

16.5 Practitioner Concerns

This section includes any concerns which have been recorded by the NHS England Team Administrators. The 'Concern' will only be recorded as a type, the date the concern was opened and the closed date. See example below:

Back		
Concerns		
Current Concerns		
Concerns	Opened Date	Closed Date
Systems/Organisation (SO)	29-11-2017	

Where there are no concerns recorded the screen will display as follows:

Back
Concerns
Current Concerns
There are no current concerns for this Doctor

Where a concern has been recorded a red flag will also display on the Revalidation Summary, if the setting to display the flag has been switched on by the Regional Team/Local Office.

The flag is displayed on the Revalidation Summary for a rolling 5 years from the date of the Closed Date.

16.6 Invoicing Details

This Invoicing section will only be displayed if the Invoicing functionality has been switched on by the Local Office.

Where it has been switched on the information displayed is populated by the local NHS England Team. All the fields are editable by the appraiser with the exception of the Override Invoice Amount (£) and the Pension Contribution Percentage.

Save	Back
Invoicing	
Supplier Number	12345
Supplier Name*	Dr Appraisal Lead
Supplier Address*	The Cottage
	Cottage Road
Post Code	CH1 2BT
Supplier Telephone*	
Supplier Email Address*	
* These details will be used for Appraiser Invoicing. If left blank, the Doctor's home address, telephone and email address details will be used in any invoices.	
Override Invoice Amount (£)	
Pension Contribution Percentage	
Pension Contribution Last Updated	

Please contact your local NHS England Team if the values which are read only are incorrect.

16.7 Appraiser Allocation Summary

This section displays which designated body the appraiser is an appraiser for, the number of allocations for the appraisal year, availability and appraiser areas.

Advisory note: Appraiser Areas section is visible if switched on by the Local Officer/Regional Team.

Example displayed below:

Rank	2014/15	2015/16	2016/17	2017/18	2018/19	
Quick information »	<p>Maximum available for Doctor applicants this year: 37 000</p> <p>Total Doctor applicants allocated this year: 8 of 20</p>				<p>Quick links »</p> <p>Return to overview</p>	
<p>NGS England - Midlands and East (Central Midlands)</p> <p>Allocated 8 of 20 000</p>						
Availability »	<p>Set the number of applicants this programme can accept each month.</p>					
Appointer Areas »						

Settings can be different for each appraisal year and appraisers can edit the following:

- their Maximum availability for Doctor appraisals this year
- their individual allocations per designated body
- their Appraiser Availability
- their Appraiser Areas (if switched on and areas have been created)

Any changes made by the appraiser will not affect current appraisals in place.

The **Acting as appraiser** link displayed on this page navigates to the list of allocated appraisals for the specific appraisal year.

Appraiser Availability

The appraiser can complete the months with a value or indicate when they will not be available. Example below:

Back	Save	Delete
Designated Body: NHS England - Midlands and East (North Midlands)		
Appraisal Year: 2017/18		
Total allocation allowed: 20		
<p>If all months are left blank then the appraiser will be available for any number of allocations across all months up to their total allocation allowed.</p> <p>To record when an appraiser is not available for any months tick the 'Not Available' boxes. If the appraiser has specified a maximum number of appraisals in a given month please set the value in the 'Availability (Maximum)' field. The remaining months for which they are available for appraisals, but have not expressed a preference, do not need to be completed. Leaving these months blank will make the appraiser available for any number of appraisals in that month (up to their total allocation allowed).</p>		
Months	Availability (Maximum)	Not Available
April	1	<input type="checkbox"/>
May	1	<input type="checkbox"/>
June	N/A	<input checked="" type="checkbox"/>
July	1	<input type="checkbox"/>
August	1	<input type="checkbox"/>
September	N/A	<input checked="" type="checkbox"/>
October	2	<input type="checkbox"/>
November	4	<input type="checkbox"/>
December	N/A	<input checked="" type="checkbox"/>
January	3	<input type="checkbox"/>
February	3	<input type="checkbox"/>
March	1	<input type="checkbox"/>
<input type="checkbox"/> Replicate this year's availability in all future years?		

A value can be placed into each month so long as the value does not exceed their maximum yearly allocation.

The monthly availability can just be completed with the month when they are not available.



The appraiser can also replicate their monthly availability year-on-year by placing a tick against the statement displayed at the bottom of the page **Replicate this year's availability in all future years?** and then clicking on the Save button. The page will confirm **Save Complete**.

Appraiser Areas

Where the Local Office/Regional Team has set up areas using postcodes as another rule to manage the allocations, the appraiser can select or deselect the areas. Deselecting an area will not affect any appraisals already allocated.

17 My Appraisals

The **My Appraisals** button/tab defaults to the current appraisal year and displays information specific to that appraisal, e.g. proposed appraisal month, appraiser and any emails sent. Example shown below:

The screenshot shows a web interface for 'My Appraisals'. At the top, there's a navigation bar with tabs for appraisal years: 2015/16, 2016/17, 2017/18 (selected), and 2018/19. Below this, the 'Revalidation Information' section displays: 'Revalidation Periods: 12/06/2013 to 21/05/2018', 'Proposed Appraisal Month: October 2017', 'Appraisal Year: 2017/18', and 'Appraisal Year Status: Appraisal Required'. To the right, under 'Quick links >>', there are links for 'Doctor Details', 'Appraisal Output Summary', and 'Submit Feedback'. Below the revalidation info is an 'Appraisal Details' button. The 'Contact Details' section lists 'Doctor >' (Dr Crispin ABRAHAM) and 'Appraiser >' (Dr Paul Ahluwalia). The 'Supporting Documents' section lists 'Appraisal Communications' and 'Meetings Attended' (11/10/2017 - Appraiser Quarterly Workshop - NHS England - Midlands and East (North Midlands)).

On the left hand side the following information displayed under the **Revalidation information >>**

Revalidation Period – from and to date

Clicking on this link will navigate to the Revalidation Period page

Proposed Appraisal Month – month and year

Appraisal Year

Appraisal Year Status – which could be:

- Appraisal Required
- Exempted
- Appraisal Not Required

Appraisal Details button – to access the specific appraisal record

On the right hand side the following information is displayed:

Quick links >>

Doctor Record

Appraisal Output Summary – displays the form for the appraiser to complete and save.

Read only to the doctor viewing the page

Submit Feedback – link to complete the Appraiser Feedback, visible only to the Doctor

17.1 Contact Details

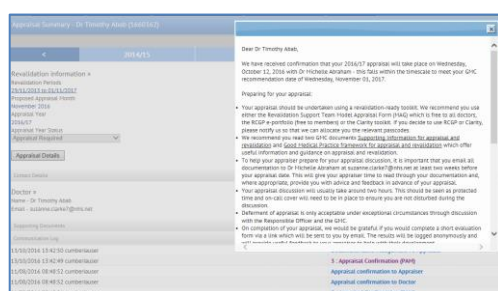
Provides the name of the doctor/appraiser and respective telephone numbers and email addresses so that both parties can make contact to arrange the appraisal.

17.2 Supporting Documents

Only the appraiser or Administrator can upload the appraisal document which is then visible to the Doctor.

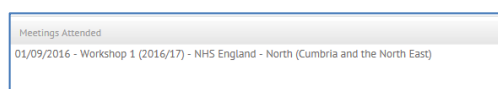
17.3 Appraisal Communications

List of emails sent by the application relating to the specific appraisal year. The email description highlighted in blue can be clicked on in order to display the email sent as shown below:



17.4 Meetings Attended

Displays confirmation of meetings attended within the appraisal year where the feature is switched on by the team.



17.5 Appraisal Details

To view the specific details of the appraisal click on the **Appraisal Details** button to display the following screen:

With the exception of the **Appraisal Date** all other fields are read only. The doctor or appraiser can only complete the appraisal date field and click on the **Save** button.

18 Revalidation Summary


The **Revalidation Summary** tab defaults to the current revalidation period and displays the outputs of completed **Appraisal Output Summaries**. Example shown below:

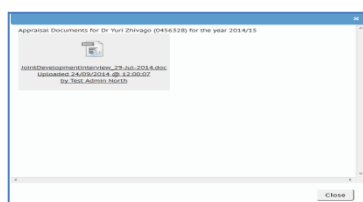
Period	MSF	PSQ	Other	Overall
2013-2014	Completed	Completed	Completed	Completed
2014-2019	Completed	Completed	Completed	Completed

In the example provided above the doctor has completed the first revalidation period in 2013 - 2014 and is now in the second 5 year period for 2014 – 2019.

The 2014/15 appraisal output summary has been completed as shown above with just the MSF and PSQ outstanding show in red. The dashboard provides a visual overview of the doctor's progress towards revalidation.

To the left of the dashboard are two further icons:

The downward green arrow  informs the Doctor/Appraiser that a document has been uploaded. Click on the green arrow to display the following screen:



By clicking on the underlined document description the document can be downloaded. Click on the **Close** button in the bottom right hand corner to close the window.

Where a concern(s) has been recorded for a doctor and the functionality has been switched on by the local NHS England Team to display the concern then a red flag



will be visible on the revalidation summary to both the doctor and the appraiser.

The following information only is displayed and shown below:

Concern	Opened Date	Closed Date
Health (H)	24-9-2014	

Click on the **Close** button to close the window.

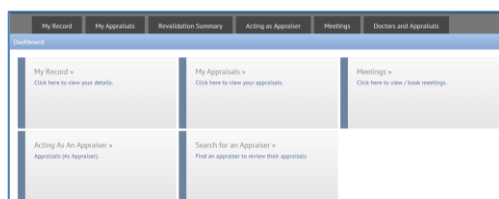
The **Show Audit** button, when clicked, displays a table for the Revalidation Period Audit Trail as shown below:

Revalidation Period Audit Trail						
Modified Date	Modified By	Original Date	CRC Status	Revalidation Status	Rev Period Start Date	Rev Period End Date
18/02/2014 10:54:33	heidrobison			Recommendation to revalidate	26/04/2014	27/02/2019
					01/04/2013	25/04/2014

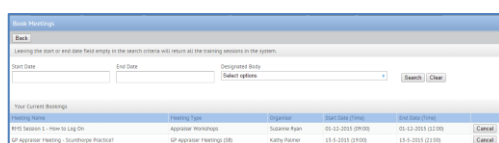
Where RMS has been used to make the recommendation to revalidate, defer or record a non-engagement, then this information will be displayed in the above audit trail including the outcome of the recommendation either approved or rejected. In the case of a deferral the date of the next agreed submission date.

19 Meetings

The **Meetings** tab will be displayed where the Regional Team or Local Office has switched on the feature as shown below:



Click either on the **Meetings** tab or the button on the dashboard to display the screen below:

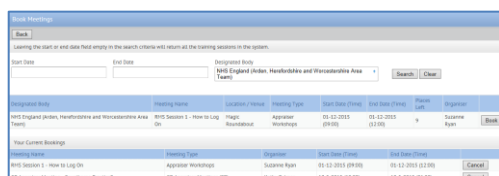


On displaying the screen above any meetings for which you are already booked into will be shown in the table 'Your Current Bookings'.

To book onto meetings you can either enter dates in the fields **Start Date** and **End Date** or just click on the **Search** button to display any meetings that are available for you to book into.

There is also a filter to search for meetings held by specific designated body.

All meetings will display whether in the past or future. The **Book** button will only be active for future meetings.



To book onto one of the meetings just click on the **Book** button. The **Current Bookings** will be updated to display the meeting as shown below:

Meeting Name	Meeting Type	Organizer	Start Date (Time)	End Date (Time)	
Appraiser training on database and RO dashboard facility	Appraiser Events	Heidi Robinson	15-5-2016 (12:00)	15-5-2016 (14:00)	Cancel
RHS Session 1 - How to Log On	Appraiser Workshops	Suzanne Ryan	01-12-2015 (09:00)	01-12-2015 (12:00)	Cancel
GP Appraiser Meeting - Souththorpe Practice?	GP Appraiser Meetings (DB)	Kathy Palmer	15-5-2015 (09:00)	15-5-2015 (11:00)	Cancel

To remove the booking click on the **Cancel** button, emails can be sent to the Appraiser for either booked or cancelled events.