**R-GMAC 2019/20 v 1.0**

(Generic Medical Appraisal Checklist: prompts for senior appraisers to complete a revalidation-ready portfolio check.)

The Revalidation review process is as follows:

·         the Appraiser informs their SA as soon as the pre-revalidation appraisal is complete and uploads the portfolio to RMS

·         the SA completes portfolio review **ASAP** and troubleshoots any issues

·         SA promptly uploads R-GMAC v 3.0 to RMS

NB in the event of the portfolio NOT supporting a positive revalidation recommendation, please also notify the office urgently.

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| Dr’s name |  | Appraiser’s name |  |
| GMC No: |  | Appraisal date |  |
| Revalidation date |  | Senior appraiser’s name |  |

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| *Appraisal Item* |  | ***Section 1******Generic Appraisal Checklist*** *(Information prompts below are based on GMC terminology and standards. Please use this checklist in conjunction with GMC, GMP, RST and relevant Royal College guidelines.)* | **Quality Rating** |
| **Roles of the Doctor** | ^ | Comments on all roles (e.g. clinical, teaching, research, management) and scope of work incl. private or charitable work. Please note, **from April 2018**, GMC requires each separate role to be evidenced annually and for there to be some feedback on every role in a five year revalidation cycle. Addresses and contact details for each role are now required by the GMC. | NS/S |
| **Doctor works in:**  **a) out of hours service**  **b) has a GPwSI role in secondary care**  **c) works in a primary/secondary care interface service**  **d) any other role outside their GP practice eg CCG board member; academic role; private GP etc**  **e) also works in another region** | ^ | Please specify the role, if answer is yes.  If no in-house annual appraisal or performance review carried out in a role, an employer’s SRT may be requested by the RO so it is helpful to indicate if any of these have already been included in the portfolio. ( **from April 2018**) | Yes/No |
| **Last Year’ s PDP and Appraisal** | ^ | Reviews last year’s summary/PDP and sign off. Comments on which of last year’s PDP objectives were completed, dropped or carried forward [Annually] | NS/S |
| **CPD** | ^ | Includes cpd for every role annually **( new GMC requirement from April 2018)** | NS/S |
| **QIA** | ^ | Evaluation of QIA which might include a clinical audit or other audit (e.g. teaching programme), effectiveness of a health policy or management practice, review of clinical outcomes or challenging cases; non GMC-threshold level SEAs; research; prescribing/referral reviews | NS/S |
| **Patient Feedback** | ^ | * Survey format, content and administration meet GMC standards * summary of results (e.g. number and range of patients) * reflections and impact on practice, * minimum once every 5 years * covers all clinical roles **( new from April 2018)** | Date  Tool  NS/S |
| **Colleague Feedback** | ^ | * Survey format, content and administration meet GMC standards * summary of results (e.g. number and range of colleagues) * reflections and impact on practice, * minimum once every 5 years * covers all roles **( new from April 2018)** | Date  Tool  NS/S |
| **Complaints & Compliments** | ^ | Declaration of complaints (or absence of), lessons learnt, outcomes (e.g. resolved, in process), summary of compliments [Annually] | NS/S |
| **Probity statement** | ^ | Declaration or reflections if probity issues exist [Annually] | Agreed/Disagreed |
| **Health statement** | ^ | Declaration, registered with GP [Annually] | Agreed/Disagreed |
| **Appraisal history ( dates) :**  **Are all 5 appraiser sign off statements agreed? …………………………………….. Yes /No**  **If any are disagreed, please comment:**  **Senior appraiser recommendation:**  *I have reviewed this doctor’s appraisal history and professional portfolio in line with GMC guidance for information to support revalidation.*  *I understand the Programme Manager (Revalidation) will now take my findings forward to the Revalidation Advisory Group within NHS England South (South Central) for further consideration alongside relevant governance information, to inform the Responsible Officer’s recommendation to the GMC.*   1. **PORTFOLIO SUPPORTS REVALIDATION\***   *I confirm the content fully meets all of the GMC's current requirements for revalidation.*    OR   1. **PORTFOLIO DOES NOT SUPPORT REVALIDATION\***   *I confirm the content DOES NOT meet the GMC's current requirements for revalidation.*  **Name of senior appraiser:**  **Date of portfolio review:**   |  |  | | --- | --- | | **Abbreviations** | | | GMC General Medical Council | GMP Good Medical Practice | | PDP Professional Development Plan | RST Revalidation Support Team | | CPD Continuing Professional Development | **Quality Rating for Summary of Discussion** | | QIA Quality Improvement Activities | NS Not Satisfactory (incomplete or absent from summary) | | SE Significant Event | S Satisfactory (information meets requirements) | | SUI Significant Untoward Incident | **Symbols** | | CI Critical Incident | ^ required for revalidation | | SEA Significant Event Auditing | **□** good professional practice | | | | |