

how to:



Revalidate as an SAS Doctor

Julie Jones

Introduction

Revalidation is regulated by the GMC and was first introduced at the end of 2012. It is the process by which licensed doctors are required to demonstrate fitness to practice and that they are up to date. Every doctor who holds a license to practise is legally required to revalidate. Doctors will have to revalidate every 5 years. The annual appraisal is an integral part of the process. The process of revalidation aims to give patients greater confidence that doctors are up to date in their area of practice and gives the doctors the opportunity to reflect, improve and develop their practice.

Procedure for Revalidation

- ▶ Annual appraisal.
- ▶ Recommendation made by Responsible Officer within your Designated Body.
- ▶ License to practice issued by GMC.

Who are my Responsible Officer and Designated Body?

- ▶ Responsible Officer is the individual within a Designated Body (In Wales this is usually your Health Board) who has overall responsibility for making a recommendation about you to the GMC.
- ▶ The role is usually undertaken by the Medical Director but may be delegated to e.g., the Associate Medical director.
- ▶ You are not able to choose your RO – this is determined by your Designated Body.
- ▶ You have only one Designated Body and one Responsible Officer even if you work for more than one organisation/ employer.

What recommendations can the Responsible Officer make?

1. **Positive Recommendation**
The RO is happy that the doctor is actively engaged in the appraisal process, is up to date and fit to practice.
2. **Request a deferral**
The RO may need more information before he/she is able to make a recommendation. This may occur if the doctor

has had a significant break in service e.g. sickness or maternity leave.

3. Non-Engagement

This only occurs if the doctor has failed to engage in the appraisal process. This is very serious and can result in the GMC removing a doctor's license to practice.

Preparation for Revalidation

- ▶ Check that both your contact details and your designated body held by the GMC are correct by accessing your GMC online account.
- ▶ Make sure that you are having an annual appraisal and that the process is based around GMC Good medical Practice – the domains in MARS mirror these requirements.
- ▶ Ensure that your appraisal covers all aspects of your medical practice.
- ▶ Ensure that you have adequate time! The Royal Colleges estimate 1.5 SPA's per week are required to ensure revalidation. Discuss this in your job plan and ensure adequate SPA provision.

Good medical Practice

Appraisal must be based on GMC core guidance – Good Medical Practice. This has 4 domains.

1. **Knowledge, Skills and Performance**
2. **Safety and Quality**
3. **Communication, Partnership and Team working**
4. **Maintaining Trust**

What should I include in my appraisal?

As an absolute minimum you must include the following elements in your appraisal:

1. At least one bit of supporting information as evidence in each of your 4 GMC domains.
2. One bit of information saved as an Significant event per appraisal.
3. One bit of information saved as a Quality improvement activity per revalidation cycle.
4. A patient feedback per revalidation cycle
5. A colleague feedback per revalidation cycle.
6. If you are an educational supervisor then you need supporting information against the relevant GMC domains in addition to above.
7. If you undertake additional roles which are outside your BCU NHS contract (e.g. private practice, pre hospital medicine) you must either include evidence in your MARS appraisal (if your appraiser is willing) or you need a specific appraisal for that element of your work.

Helpful hints for appraisal

More is not better – 2-3 entries of quality information within each section, with appropriate reflection, makes for a more interesting appraisal meeting. Consider grouping related information into a single entry e.g. CPD events. In addition to the domains listed below declarations with regard to probity and health and any constraints need to be made for each appraisal and you need to complete multisource feedback (360° appraisal) once per revalidation cycle.

Below are some examples of what appraisers consider to be appropriate supporting information – this list is not exhaustive!!

Domain 1: Your CPD.

Examples of info you may wish to include:

- ▶ Ideally an appropriate summary from your Royal College or a personal summary including all activity (to evidence your CPD credits).
- ▶ Any particularly interesting learning events you have experienced.

- ▶ Any performance figures you wish to discuss.
- ▶ Any new skills you have learned over the previous year.

Domain 2:

- ▶ Mandatory training activity.
- ▶ Any significant adverse events which have resulted in personal learning.
- ▶ Any significant complaint or adverse incident you have supported / investigated.
- ▶ DATIX print out of all the incidents you have personally reported.
- ▶ Complete audit cycles with commentary on outcomes and service improvements.

Domain 3:

- ▶ MDT involvement.
- ▶ Communication workshops.
- ▶ Complements and thank you letters.

Domain 4:

- ▶ Some elements of mandatory training (e.g. informatics governance).
- ▶ Mentoring, appraiser and interview activity.
- ▶ Appropriate case base discussions.
- ▶ Investigating concerns.

Help and additional information

- ▶ GMC guidance on revalidation and appraisal available on the GMC website.
- ▶ Revalidation managers within your Health Board.
- ▶ SAS Tutor.

Acknowledgements

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Further Information

GMC <http://www.gmc-uk.org/doctors/revalidation.asp>

Good medical practice framework for appraisal and revalidation

http://www.gmc-uk.org/static/documents/content/GMC_Revalidation_A4_Guidance_GMP_Framework_04.pdf

GMC supporting info for appraisal and revalidation

http://www.gmc-uk.org/static/documents/content/RT_-_Supporting_information_for_appraisal_and_revalidation_-_DC5485.pdf

GMC Good Medical Practice http://www.gmc-uk.org/static/documents/content/Good_medical_practice_-_English_0914.pdf

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