

Our Reference: Appraisal Update



NHS England and NHS Improvement
Medical Directorate
East of England Region

To All GPs

within NHS England East of England Region

Appraisal and Revalidation Team Email address:
england.eastappraisals@nhs.net

7 September 2020

Dear Doctor,

IMPORTANT INFORMATION REGARDING APPRAISAL

Key Messages:

- Appraisals are recommencing from 1 October 2020
- If your appraisal was due between April – September and was cancelled - there is no requirement to 'catch up' and have an appraisal in 20/21 appraisal year
- Appraisal will be positive and supportive
- Appraisal will be quick to prepare for - approximately 30 minutes, using a single page template
- The summary of the discussion, written by your Appraiser, is key
- No need to collect or provide supporting information
- Information you have already collected can be presented (including surveys if this will be your last appraisal before your revalidation)

On 03/09/2020 the letter shared from Dr Stephen Powis (National Medical Director) at NHS England confirmed that NHS England will be **resuming the annual GP appraisal process from 1 October 2020**. We write today to share more information.

This appraisal will look very different. With the levels of required supporting information dramatically reduced, it will provide an opportunity to reflect on your own health and well-being, your working year and discuss your Covid experiences.

The suspension of appraisal, whilst welcomed by many during the peak of the emergency measures, removed the opportunity for GPs to have a peer to peer supportive discussion about wellbeing in general and how Covid in particular has affected them.

NHS England and NHS Improvement



We fully appreciate that with the exacting demands of Covid19, on top of the usual workforce challenges and patient pressures; that many of you will have paused collecting supporting information for your appraisal.

This letter is to reassure you that the Appraisal and Revalidation team are working very hard 'behind the scenes' to ensure that this will be a positive experience for you.

The following bullet points should be helpful:

- If your appraisal month was in the first half of the year (April to September), your appraisal will have been recorded as "approved missed" and you will not need to have an appraisal in the in the 20/21 appraisal year.
- If you are due an appraisal from October 2020 onwards and require more time to prepare for your appraisal, please contact the Appraisal and Revalidation team for a postponement form.
- NHS England is determined to ensure that your next appraisal will be a **positive** and reflective experience focussing on your welfare and wellbeing and your work experiences in the last 12 months.
- This is the planned format for the first post-Covid appraisal for all GP's in next the 12 months.
- Do not worry if you have not recorded or collected any supporting information, the usual levels of information are not required nor expected.
- A **single page template is all that is required to complete before your appraisal** and upload this to your usual toolkit. Alternatively, you may choose to use the template to define the details that you add to your usual toolkit.
- This should take you **no longer that 30 minutes**.
- If you have already collected/completed supporting information including CPD/quality improvement activities etc. these can be added to your usual appraisal toolkit and discussed at your appraisal and used towards your revalidation.
- The actual appraisal meeting time (average 2 hours) will be unchanged and will be undertaken virtually using approved video platforms.
- Your appraiser will also be able to empathise with your challenges during the pandemic and signpost you to useful support services specifically for GPs and other health care professionals
- The summary of the appraisal discussion, written by your Appraiser, will be key in capturing the verbal discussions and reflections.
- For any GP that NHS England is actively supporting and have had communications to fulfil specific requirements within appraisal or an associated PDP, these will continue as planned.
- More information is available on the academy website <https://www.aomrc.org.uk/revalidation-cpd/appraisal-revalidation-during-covid-19/>
- Our Appraisal and Revalidation team will be on hand to support you and answer any queries that you may have.

If you have any queries or questions regarding the information detailed within this letter, please contact the Appraisal and Revalidation Team using the email addresses at the top of this letter.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jayne Lane'. The signature is written in a cursive style with a large initial 'J'.

Jayne Lane
Senior Project Manager
Appraisal and Revalidation Team