

12 February 2014

Dear Appraisers and Appraisees

You will be aware that during 2013, the Faculty of Occupational Medicine introduced into the appraisal a set of additional questions related to governance which have proved invaluable in helping to assure the Responsible Officer that the doctors revalidating through the Faculty have effective systems of governance in place. However, we have also been very aware of the challenges that such enquiries have presented and extensive discussions have taken place to explore alternative ways of assuring the appraiser and ultimately the RO.

Whilst the questions will remain largely unchanged, we have listened to your feedback and consulted with the Revalidation Support Team and the SOM QAAS Quality Management Group, and, as a result, the mode of administration will now be different.

Appraisers will still have to answer the basic questions relating to the appraisee's identity, competency in English and the mode of appraisal. It is suggested that these responses in the [Appraiser Statutory Questions](#) are 'cut and pasted' into the appraisal output in PReP. Alternatively, the completed form can be emailed to the Faculty at ro@fom.ac.uk.

The [Appraisee Clinical Governance Questions](#) no longer have to be administered by the appraiser but should instead be completed by the appraisee ahead of their appraisal. The appraisee should then sign and upload it into their PReP portfolio as a piece of Supporting Information. The appraiser will review this along with all the other supporting documents and may, should he or she wish, discuss some of the responses with the appraisee during their appraisal. Both of these questionnaires are mandatory supporting documents to be submitted for each annual appraisal. The accompanying guide has been redrafted and may now be used by both the appraiser and appraisee.

As you are aware, there are a number of other annual requirements and other elements of the wider revalidation process which need only be submitted once in every revalidation cycle. As a result, SOM and FOM have jointly developed an [Appraisal and Revalidation Checklist](#) which you may find useful. It may be used by the appraisee to ensure that the necessary supporting information and evidence has been included in their portfolio ahead of their appraisal or, alternatively, by the appraiser to ensure that all the elements of the strengthened medical appraisal have been covered before finalising the appraisal and completing the Appraisal Output Form in PReP. It doesn't need to be uploaded to PReP and is offered purely as a tool which may assist practitioners in assuring they have presented – or seen – all the relevant information for an appraisal.

The changes will become effective on 1 March 2014 and all appraisals taking place after that date should use the new forms.

As always, help is available to the appraisees through their appraiser. In addition, for all members revalidating through the Faculty additional help is available at

<http://www.fom.ac.uk/professional-development/revalidation>

or by email at admin@fom.ac.uk

Kind regards

A handwritten signature in blue ink, appearing to read 'D Flower', with a small dot at the end.

Dr David Flower
Responsible Officer, Faculty of Occupational Medicine