

**From the Responsible Officer
Dr David Flower MD FRCP FFOM FAcOEM**

Revalidation Update January 2015

The purpose of this update is to keep members informed on the Faculty's progress on revalidation and to suggest steps which will make the revalidation process run more smoothly.

Progress Update

December 2014 marked the end of the second year since the start of revalidation and I would like to thank all appraisees and appraisers for their support in ensuring that we meet the GMC requirement for annual strengthened medical appraisal and revalidation. Indeed, to date, the Faculty has made revalidation recommendations for 156 of its 334 doctors with a further 152 scheduled for revalidation in 2015. We have so far made 19 deferral recommendations.

Appraisal Dates

A number of you will have received emails from Alannah Harrison, the Faculty's Revalidation Manager requesting that you bring your 2014 appraisal forward by a couple of months to try and smooth out the end of year 'bulge' and we would like to thank you for your help with this. Should you be contacted in 2015 again, please could I request that you try and accommodate the shortened appraisal year? It does not mean that you will have to undertake any more appraisals, the requirement is still the same; a single strengthened medical appraisal in every 12 month period commencing 3rd December each year. The end result is that the appraisers are able to spread out their workload more evenly throughout the year and ensure that we meet the necessary target deadlines set by the GMC and NHS England.

Revalidation Checklist and Clinical Governance questions

It is important to remember that although the Revalidation Manager continues to monitor each doctor's progress towards revalidation, it is the responsibility of the individual doctor to ensure that they compile the necessary supporting evidence, submit their portfolio and participate in appraisal in a timely manner. Along with Eva D'Souza, Appraisal Lead for the SOM, we have developed an [appraisal and revalidation checklist](#) to assist you in ensuring that all the necessary information is present and this can be found on the front page of PReP.

Included in that checklist is the requirement for doctors revalidating through the Faculty to complete and upload a questionnaire relating to their clinical and corporate governance. This is important as, unlike most other designated bodies, the Faculty does not employ the doctors for whom it is responsible and this is necessary to enable me as responsible officer to fulfil my obligations in making recommendations to the GMC. This [questionnaire](#) can be downloaded from the Revalidation section of the Faculty's website and uploaded into the supporting information section of PReP.

Many appraisees complete this questionnaire and upload it into PReP ahead of each annual appraisal. If it is completed during the appraisal meeting, in discussion with the appraiser, then the appraiser will need to return the input form to the appraisee so that the

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questionnaire can be uploaded. We are also continuing to work with PReP to improve the way this information is collected. Either way it is helpful to me if a comment can be made in the summary section by the appraiser on any discussion had around this questionnaire.

Colleague and Patient Feedback

Many of you will be undertaking colleague and patient feedback for the first time in preparation for your revalidation. You must undertake this colleague and patient feedback exercise at least once during the five year revalidation cycle and before you are due to revalidate. The exercise should ideally be completed ahead of the last appraisal you have prior to revalidation, so you must start to think about completing this exercise in good time.

Please remember that the GMC are clear in their expectations regarding the validity of the questionnaires to be used and also the methods of administration, collection and analysis. Further information is available at:

http://www.gmc-uk.org/Colleague_and_patient_questionnaires.pdf 44702599.pdf

Importantly, the GMC Patient and Colleague forms were subject to an exhaustive process of development and subsequently piloted and assessed with regard to their validity. A similar process, albeit on a smaller scale, was undertaken by the Faculty in the development of its colleague questionnaire and this can be accessed through CFEP, who administer the process. A link to the CFEP site can be found on the revalidation page of the Faculty web site.

Patient questionnaires must also conform to the GMC framework and we are at present exploring the possibility of developing a questionnaire more suited to the practice of occupational medicine.

Please bear in mind that the questionnaires, both patient and colleague, should be administered, collated and analysed independently of the doctor, who should then upload the report together with his or her reflection to their PReP portfolio for review by their appraiser.

End to end quality assurance review of Faculty Revalidation Processes

NHS England, who are responsible for the Faculty as a designated body and appraise and revalidate me as a Responsible Officer, are encouraging all designated bodies to undertake an end-to-end quality review ahead of their own review which will happen some time during this first revalidation cycle.

Whilst recognising the External Quality Assurance of the SOM appraisal scheme by CHKS, which has been met every year since 2006, we have also been working towards this broader end to end quality assurance for some months and have engaged an independent organisation, MIAD to undertake the review. This will take place in late January 2015 and we will work with CHKS and the SOM to ensure that this does not involve duplication of effort or time by appraisers or appraisees in providing the necessary information for quality assurance purposes. We will share the results with you in due course.

Contact us

Finally, don't forget that I am subject to the same processes as you and fully appreciate the challenges in compiling a suitable and adequate portfolio of evidence for appraisal and revalidation. We now have two years of experience within the Faculty and please do not hesitate to contact us at ro@fom.ac.uk should you have any concerns or wish to discuss any aspect of the process.