



Supporting Information for Appraisal and Revalidation – a Checklist

Read the CEM guidance on supporting information before using this checklist:

<http://secure.collemergencymed.ac.uk/code/document.asp?ID=6461>

Annual – information you should collect each year for appraisals

General information Providing context about what you do in all aspects of your professional work	
	Confirm continuation of GMC number /License to practice
	[See page 3 of specialty guidance]
	Medical qualifications
	<ul style="list-style-type: none"> Confirm unchanged / provide commentary on changes [See page 3 of specialty guidance]
	Description of scope of practice (including any voluntary roles or additional activities you undertake in your capacity as a doctor)
	<ul style="list-style-type: none"> Confirm unchanged / provide commentary on changes [See page 3 of specialty guidance]
	Appraisal documentation
	<ul style="list-style-type: none"> Signed-off summary of previous years' appraisal/s [See page 4 of specialty guidance]
	Personal development plan(s)
	<ul style="list-style-type: none"> Submit for review the previous years' PDP for discussion Any learning and development needs / goals for inclusion in forthcoming PDP [See page 4 of specialty guidance]
	Probity and Health – self-declaration statements¹
	<ul style="list-style-type: none"> Probity including interests and gifts; Health to confirm ability to undertake practice as described; Registration with General Practitioner² 1 http://www.gmc-uk.org/guidance/good_medical_practice/probity.asp 2 http://www.gmc-uk.org/guidance/good_medical_practice/health.asp [See page 5 of specialty guidance]
	Record of clinical activity that covers the scope of your practice
	<ul style="list-style-type: none"> Evidence of numbers and case mix of patients relevant to scope of practice, including those as senior "sign-off" Availability will be dependent on trust/department IT systems [See page 3 of specialty guidance]
	Evidence of ability to lead resuscitation teams
	<ul style="list-style-type: none"> Evidence of competence in appropriate skills by WBA, peer review or reflective practice and/or life support course certificates (See page 4 of specialty guidance)

Keeping up to date

Maintaining and enhancing the quality of your professional work

	Guidelines – compliance
	<ul style="list-style-type: none">Self-declaration statement and (if available) examples of awareness of College and national guidelines through reflective practice and adoption into local/departmental documents [See page 9 of specialty guidance]
	Continuing professional development
	<ul style="list-style-type: none">Certificate of meeting CPD requirements (achievement of 50 hours per year/250 per 5 years is recommended by CEM - can include e learning) and activities related to job plan and PDPEvidence of reflection on learning gained [See page 6 of specialty guidance]
	Local mandatory training
	<ul style="list-style-type: none">Evidence of participation [See page 6 of specialty guidance]]

Review of your practice

Evaluating and improving the quality of your professional work

	Clinical audit
	<ul style="list-style-type: none">Evidence of participation in departmental/personal audit [See page 8 of specialty guidance]
	Medical records review [individual notes]
	<ul style="list-style-type: none">Can be done as part of departmental audit. 10 sets of notes should be included. (suggested frequency every 2 years)¹ ¹ http://secure.collemergencymed.ac.uk/code/document.asp?ID=5939 [See page 9 of specialty guidance]
	Incidents – including contributions to national safety reporting bodies, confidential enquiries and relevant coroner’s inquests
	<ul style="list-style-type: none">Self-declaration of involvement in serious untoward or critical incidents and/or adverse events that triggered a formal process with evidence of reflection, learning, and improvements – [See page 10 of specialty guidance]
	Quality improvement - documentation demonstrating activity to improve quality of care
	<ul style="list-style-type: none">E.g. 2 detailed case reviews per year / relevant audit / details of any guidelines, protocols patient pathways, attendance and participation in departmental and trust clinical governance and relevant committees or information documents you have been involved in developing [See page 10 of specialty guidance]
	Performance data and outcomes based on individual and team practice with reflection and commentary on personal input
	<ul style="list-style-type: none">Examples: Quality Indicators, TARN data, escalation of levels of care post admission [See page 9 of specialty guidance]

Feedback on your practice

How others perceive the quality of your professional work

Record of educational provision with feedback

[See page 13 of specialty guidance]

Complaints / concerns about your individual practice (if any) and their resolution

- Self-declaration confirming that you are unaware of any complaints / concerns ideally with written confirmation from employing authority(ies)
- If complaint(s) or concern(s); statement indicating how resolved and whether completed or ongoing

[See page 13 of specialty guidance]

Complaints / concerns about your ED's practice (if any) and their resolution

[See page 13 of specialty guidance]

Compliments about your or your ED's practice (if any)

- E.g. emails, letters and/or cards etc.

[See page 14 of specialty guidance]

During each revalidation cycle – information you should collect once per cycle

Feedback on your practice

How others perceive the quality of your professional work

Multisource feedback from colleagues

- Appropriate forms should be provided by employing trusts and meet GMC criteria¹

¹ http://www.gmc-uk.org/colleague_questionnaire.pdf_48212261.pdf

[See page 12 of specialty guidance]

Feedback from patients and or carers

- Appropriate forms should be provided by employing trusts and meet GMC criteria¹

¹ http://www.gmc-uk.org/patient_questionnaire.pdf_48210488.pdf

[See page 12 of specialty guidance]

Further Information

CEM Revalidation resources and guidance:

<http://www.collemergencymed.ac.uk/Development/Revalidation/default.asp>

GMC Revalidation resources and guidance:

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

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