‘Ten top tips’ for Revalidation

1. Appraisers ‘appraise’, Responsible Officers ‘recommend’ and the GMC ‘revalidate’. This statement makes it clear that your appraiser will not be deciding whether you are to be recommended for revalidation.

2. Year 0 (Apr 2012/Mar 2013) – Responsible Officers will be revalidated
   Year 1 (Apr 2013/Mar 2014) – 20% of doctors (mostly GP leaders and educators)
   Year 2 (Apr 2014/Mar 2015) – a further 40% of doctors
   Year 3 (Apr 2015/Mar 2016) – the remaining 40% doctors

3. Appraisers will be making an assessment of your engagement overall, your pre-appraisal documentation and supporting information, your progress year on year (against PDPs) and your progress towards the GMC’s revalidation requirements.

4. Doctors will be appraised on the whole scope of their practice. If you need your medical qualification to do it, you need to provide evidence about it in your appraisal.

5. Evidence you provide will be matched to the four domains of ‘Good Medical Practice’.
   1) Knowledge, skills and performance
   2) Safety and quality
   3) Communication, partnership and teamwork
   4) Maintaining trust

6. The use of an on-line toolkit (e.g. The MAG Model Appraisal form, the New Clarity Appraisal Toolkit or The RCGP toolkit) is the preferred method for presenting your appraisal portfolio. There are many advantages for you (the doctor), your appraiser, the Responsible Officer and your local area (appraisal) team.

7. Supporting information may be defined by three levels.
   Level 1 That required by the GMC as the minimum for revalidation and will indicate your fitness to practice.
   Level 2 That required by your employing organisation or specialist body (e.g. RCGP) and will indicate your fitness for purpose.
   Level 3 That defined by yourself to include your professional development and personal aspirations.

8. Doctors will have to sign off statements about significant events, complaints, probity, health, the appraisal portfolio and GMC requirements. There are five declarations for the appraiser and doctor to sign at the end of the appraisal

9. There are 28 days from the appraisal interview to complete and sign off all documentation. This timescale is not negotiable and your Responsible Officer could conclude that you have not engaged with revalidation and inform the GMC.

10. The Responsible Officer will assess your appraisal outputs along with the clinical governance information and any other data held about you. They have only 3 options: -
    1) Positive recommendation
    2) Request a deferral
    3) Notify the GMC of failure to engage

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