



## Supporting information for revalidation checklist

*Based on the Academy of Medical Royal Colleges and Faculties' Core Guidance for all doctors*

**This checklist must be used in conjunction with the full guidance document.** All items listed here reflect the full guidance. If you are unable to present one or more items listed please discuss this with your appraiser; alternative items of supporting information may be agreed as appropriate.

GENERAL INFORMATION		FREQUENCY	RECOMMENDED TOOLS
<b>Personal details</b>	<ul style="list-style-type: none"> <li>✓ GMC/GDC number</li> <li>✓ demographic and relevant personal information and qualifications</li> <li>✓ self-declaration of no change, or an update identifying changes</li> </ul>	Annual	<ul style="list-style-type: none"> <li>• ePortfolio</li> </ul>
<b>Scope of work</b>	<ul style="list-style-type: none"> <li>✓ description of your whole practice covering the period since your last appraisal</li> <li>✓ current job plan (if required for reference)</li> <li>✓ any significant changes in your professional practice</li> <li>✓ extended clinical and non-clinical activities</li> <li>✓ any other relevant information for your field of practice</li> </ul>	Annual	
<b>Record of annual appraisals</b>	<ul style="list-style-type: none"> <li>✓ signed-off appraisal portfolio record and satisfactory outcomes of previous appraisal</li> <li>✓ evidence of appraisals (if undertaken) from other organisations</li> <li>✓ confirmation that previous actions/concerns have been addressed</li> </ul>	Annual	
<b>PDPs</b>	<ul style="list-style-type: none"> <li>✓ current personal development plan (PDP) with agreed objectives from previous appraisal</li> <li>✓ details of any new objectives added since last appraisal or to be added</li> <li>✓ access to previous PDPs</li> </ul>	Annual	
<b>Probity</b>	<ul style="list-style-type: none"> <li>✓ signed probity self-declaration</li> </ul>	Annual	
<b>Health</b>	<ul style="list-style-type: none"> <li>✓ signed health self-declaration</li> </ul>	Annual	
KEEPING UP TO DATE		FREQUENCY	RECOMMENDED TOOLS
<b>CPD</b>	<ul style="list-style-type: none"> <li>✓ Description of CPD undertaken each year</li> <li>✓ CPD should be recorded against categories:                             <ul style="list-style-type: none"> <li>• Clinical</li> <li>• Academic</li> <li>• Professional (including managerial)</li> </ul>                             and context:                             <ul style="list-style-type: none"> <li>• Internal</li> <li>• External</li> <li>• Personal</li> </ul> </li> <li>✓ Each surgeon will have a different balance of activities to reflect their role but they should show some diversity in topic and types of activity. Surgeons should accrue at least 50 CPD hours per year.</li> </ul>	Annual	<ul style="list-style-type: none"> <li>• ePortfolio</li> <li>• <a href="#">CPD Guidance for Surgery</a></li> </ul>

REVIEW OF PRACTICE		FREQUENCY	RECOMMENDED TOOLS
<b>Quality improvement activity</b>			
<b>Clinical audit</b>	<ul style="list-style-type: none"> <li>✓ Surgeons must make available their data to national audits and registries where they exist and are approved by the relevant SAC- defined specialty association.</li> <li>✓ Surgeons should normally undertake personal/ local audits focussed on topics relevant to their practice.</li> <li>✓ Validated and analysed outcomes data should normally be provided by the surgeon's employing organisation.</li> <li>✓ Details of national, local and mandatory audits recommended for surgeons are available <a href="#">online</a></li> </ul>	Annual where applicable	<ul style="list-style-type: none"> <li>• ePortfolio</li> <li>• <a href="#">Outcome Framework Guidance for Surgery</a></li> </ul>
<b>Review of clinical outcomes</b>	<ul style="list-style-type: none"> <li>✓ Surgeons are expected to discuss their outcomes data at every appraisal.</li> <li>✓ Each SAC-defined surgical specialty has produced detailed guidance on this which is available <a href="#">online</a>.</li> <li>✓ Normally the surgeon's employing organisation will provide validated and analysed outcomes data (according to specialty guidance) to assist this process.</li> </ul>	If available	
<b>Case review or discussion</b>	<ul style="list-style-type: none"> <li>✓ Surgeons should participate in Morbidity and Mortality meetings (sometimes also called audit meetings) and where relevant Multi-disciplinary Team meetings.</li> <li>✓ Participation should be confirmed via minutes or attendance registers.</li> </ul>	See <a href="#">specialty guidance</a>	
<b>Significant Events</b>			
<b>Clinical incidents, Significant Untoward Incidents (SUIs) or other similar events</b>	<ul style="list-style-type: none"> <li>✓ Summary of all SUIs or root cause analyses that you have been involved in</li> <li>✓ Summary of at least 2 clinical incidents per year <b>OR</b></li> <li>✓ self-declaration that you have not been involved in any events.</li> <li>✓ Surgeons should discuss the records of significant events. Official records should be used except where these are not available (eg in some non-NHS settings); where official records are not available surgeons should keep a personal record.</li> </ul>	Annual	<ul style="list-style-type: none"> <li>• ePortfolio</li> </ul>
<b>FEEDBACK ON YOUR PRACTICE</b>		<b>FREQUENCY</b>	<b>RECOMMENDED TOOLS</b>
<b>Colleague feedback</b>	✓ MSF colleague feedback exercise (normally by the end of year 2).	Minimum 1 in 5 years	<ul style="list-style-type: none"> <li>• ePortfolio</li> <li>• <a href="#">GMC Feedback Questionnaires</a></li> <li>• Appropriate process for collecting feedback should normally be organised by the surgeon's employing organisation.</li> </ul>
<b>Feedback from patients and/or carers</b>	✓ patient feedback survey or equivalent exercise, normally by the end of year 2.	Minimum 1 in 5 years	
<b>Feedback from clinical supervision, teaching and training</b>	<ul style="list-style-type: none"> <li>✓ Evidence of your performance as a clinical supervisor and/or trainer (a)</li> <li>✓ Feedback from formal teaching included <b>annually</b> (b)</li> </ul>	(a) Minimum 1 in 5 years (b) annual	
<b>Formal complaints</b>	<ul style="list-style-type: none"> <li>✓ Documented formal complaints received <b>OR</b></li> <li>✓ self-declaration that you have not received any since your last appraisal</li> </ul>	Annual	
<b>Compliments</b>	✓ A summary of unsolicited compliments received	Annual	