

Appraisal allocation newsletter

April 2016 implementation

Appraisal allocation contact details	
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Allocation of appraisal – Policy change

NHS England Cumbria and the North East will be adopting an allocation process of appraisals from April 2016, due to national direction and policy.

The process of allocation has been run on a random allocation basis.

This will therefore result in the appraisals team informing you of your allocation appraiser, which will be allocated for the years of 2016/17, 2017/18 and 2018/19.

Conflict of interest (allocated appraiser)

During the allocation of appraisals, conflicts of interest have been assessed in terms of your allocated appraiser not being employee within the same practice as yourself and personal relationships (e.g. marriage) where known by the team.

The policy refers to conflicts of interest being personal relationship or professional relationship. Such as:

- Marriage or partnership between an appraiser and a doctor or where the two are related in any other way
- Financial or business relationship between an appraiser and a doctor (for example partners in a primary care partnership)
- Instances where a third party is involved e.g. an affair or marriage breakdown
- Where there is a significant breakdown in the relationship between an appraiser and a doctor
- Line management relationship (for example where the doctor is the clinical director/responsible officer/employer to the appraiser in the doctors main role or in any other place of work)
- Where the direct line management relationship creates risk of conflict or appearance of bias. For example, a doctors employer or responsible officer should not act as their appraiser
- Where there is a clinical relationship between the doctor and appraiser
- Where there is a reciprocal appraisal – where two doctors appraise each other.

However, once you receive notification of your allocated appraiser if you feel there may be a conflict of interest please do not hesitate to contact Laura McGinty, Programme Manager (details above) to discuss.

Appeals to allocated appraiser

An appeals process will be available in detail and can be requested via the Appraisals Team.

An appeal can be made under circumstances of a conflict of interest or under specific circumstances that can be discussed with the Appraisal Programme Manager.

Timeline

The key milestones during the appraisal allocation process are highlighted below;

Timescale	Action
5 January 2016	Allocations to be discussed at the Appraisal and Revalidation Operational Group
18 January 2016	All appraisers to receive a list of allocated appraisals and to inform the Appraisals Team of any conflicts of interest
29 January 2016	Deadline for all appraisers to respond
W/c 1 February 2016	All reallocations due to conflicts of interest to be re allocated
February 2016	All appraisers and appraisees to be linked via the Revalidation Management System (RMS) and all appraisees informed of their individual allocation via an automatically generated email from RMS. Initially notifications will begin with April birth months and the team will work through the year. Therefore please note that all notifications of your allocated appraiser will be with you by the end of February, however a pragmatic approach of beginning with April birth months and working through will be adopted. If an automated notification email is not received by the end of February please access the RMS system to check you have been linked with an appraiser.

MAG form

A new MAG form will be available within the next few months and a notification to all doctors will be sent once the new MAG is available.

Queries

If you have any queries relating to the allocation of your appraisal please contact Laura McGinty, Programme Manager (details above).