**Primary Care Services**

**GP Appraisal Policy**

**Version 1.0**

|  |  |
| --- | --- |
| Version | 1.0 |
| Approved By (sponsor group) | Clinical and Non Clinical Policy Review Group |
| Ratified By | Quality and Assurance Group |
| Date Ratified | 8th April 2021 |
| Name and Job Title of Author | Dr Liz Dawson – Medical Director |
| Executive Director Lead | Mohit Venkataram |
| Implementation Date | 8th April 2021 |
| Last Review Date | 6th April 2021 |
| Next Review Date | 6th April 2024 |

Version Control Summary

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author | Comment |
| 1.0 | April 2021 | Dr Liz Dawson | Based on:  Existing Trust GP Appraisal Process |

|  |  |
| --- | --- |
| **Contents Page** | |
| **Section** | **Page** |
| Executive Summary | 1 |
| 1. ELFT Primary Care GP Appraisal Process | 2 |
| 1. NHSE Structured Reference Template for Revalidation | 3 |
| 1. Template for recording 1:1 supervision sessions | 5 |

**Executive Summary**

To practice as a GP in England doctors need to be registered and licenced with the GMC on the GP register and to be accepted onto the National GP Performers List. For administration purposes the Performers List is divided into regions; London and East of England being the relevant offices for the ELFT catchment. For medical revalidation purposes the regional NHSE Medical Director is Revalidation Officer for all performers on their list and they administer a GP appraisal system which supports this. ELFT GPs are not appraised or revalidated primarily by ELFT under current legislation.

The Trust must ensure itself that GPs, like other staff, have an annual appraisal of their work for the Trust and that any performance issues can be identified and managed, with appropriate support being provided to the GP. The Trust also needs to be made aware of any performance issues which come to light in the other roles that GPs undertake. It is important that we are able to actively support our GP’s and regular supervision and appraisal provides an opportunity to offer that support.

Each GP working within the primary care directorate has a named line manager. The line manager should be offering monthly supervision and an annual appraisal. The focus of supervision and appraisal is support, early identification of any issues and help to manage any such issues.

Once the GP has completed their ELFT appraisal with their line manager the documentation from this discussion should be submitted as part of the GP’s next NHSE appraisal. Following the GP’s NHSE appraisal a summary of the appraisal discussion should be submitted to the Trusts revalidation manager to be kept on file.





**1:1 Meeting Notes**

|  |  |  |
| --- | --- | --- |
| **Clinical Lead** |  | **Practice** |
| **Line Manager** |  | **Date** |
| **Purpose- Monthly 1:1 between the practice lead GP and the medical director to discuss any issues you are concerned about or need help with. Also a space to discuss how things are going with some of the key areas of the clinical lead GP’s work.** | | |
| **Item** | | |
| **Regular things to discuss**   * Any issues or areas you want to discuss * Covid response including restoration of services * Flu program * Practice performance (QOF, National and local enhanced services) * Interaction with local PCN * Clinical leadership * QI leadership * Safety issues * Finance issues * Clinical workforce * People participation | | |
| **Notes-** | | |
|  | | |