

Guidance from NHS England Area Team: Providing Scope of Work Evidence for GP Appraisal

The guidance below has been prepared by Dr Paul Twomey, Medical Director and Dr Sanjeev Kapur, Clinical Appraisal Lead to support GPs within the North Yorkshire & Humber Area Team region to prepare for appraisal. The document will be also be used by your appraiser.

Scope of Work Evidence

Annual GP appraisal should cover all of a doctor's roles. Similarly, when the Responsible Officer (RO) makes a recommendation to the GMC regarding a doctor's revalidation, the RO must be assured of the doctor's fitness to practise in all the roles they undertake. Doctors, therefore, need to provide such scope of work (previously called "scope of practice") information for their appraisal.

We provide the following guidance regarding what doctors should include in their appraisal documents for various roles. This is not an exhaustive list and if you have any questions please discuss them with your appraiser in the first instance.

1. Undergraduate teaching

- Student feedback
- Results of peer review if done in the year
- Scope of work letter¹ [if available]

2. GP trainers

- Last approval/ re-approval letter and relevant information from that process
- Evidence of development in this role (e.g. attendance at trainer's workshops, TQA seminars, Deanery workshops) - can be recorded as CPD credits

3. FY2 supervisors

- Feedback from supervisee
- Any feedback from local FY2 lead [if available]

4. Appraisers

- Scope of work letter¹ from RO
- Collated cohort feedback
- Any feedback/ review with appraisal lead [desirable]

5. Out-of-hours

- Performance audit/ data from provider
- Performance review/ appraisal with provider

6. Prison work:

- If GP role only: confirmation that no extended role and confirmation from employer that there are no performance concerns
- If extended role: scope of work letter¹

7. CCG

- Clinical executive member: scope of work letter¹ from clinical chair

- Clinical Chair: scope of work letter¹ from accountable officer
8. **GPs with a Special Interest (GPwSI) :**
- Scope of work letter¹
9. **Substance misuse**
- Scope of work letter¹
10. **Research**
- Depends on the level of involvement.
 - Details of research and confirmation of governance arrangements.
 - If research practice, statement of accreditation from Yorkshire and Humber Clinical Research network

¹ **Scope of work letter** to be provided by appropriate clinical supervisor or manager and should cover the following:

1. How did you qualify to take on this role? This should include prior experience, education and qualifications.
2. How do you keep up to date in this role? This should include reference to all new and refresher education or development and refresher education and training undertaken for this role in the revalidation period, including any learning credits recorded.
3. How can you demonstrate that you are fit to practise in this role? This should include appropriate audits of care delivered, and reflections of service outcomes as appropriate.

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