

How to have a great first appraisal

Welcome to NHS Lothian & Borders GP appraisal. This document is mainly aimed at newly qualified GPs, but may have some useful nuggets for more experienced GPs moving into our area.

You have had an email allocating you to an appraiser. They are your primary point of contact.

You need to:

- Book an appraisal date. Your appraiser will contact you about this. There is generally some flexibility, but most appraisers also have other roles too. Your practice will usually give you this session. If you are sessional then you can claim payment for the session, this happens after the appraisal is complete. The meeting usually takes about 2 hours, in person or on Teams.
- Log into SOAR, and before your appraisal complete the reflective forms. It should take about 1 session to prepare. It might be longer the first time, but next time it remembers your information. You should aim to have these complete a month before your appraisal.
- Collect supporting information and upload it. In year 1, this should be your learning log, an SEA and a piece of QIA. You don't need to upload course certificates – reflection is more useful.
- Set yourself some PDP goals for the next year. Most people have 3-5 goals. You can consider a mix of clinical and non-clinical.

What is appraisal

Appraisal is an annual opportunity to sit with an experienced GP and reflect on learning (formal, informal and experiential) over the last year, review your supporting information and think together about where you want to be and how to get there.

Where do you start

(<https://online.appraisal.nes.scot.nhs.uk/>) is the tool we use to organise appraisals. You use this to submit information ahead of your appraisal and your appraiser completes a summary form afterwards.

How do appraisal and revalidation fit together?

You will usually have 5 appraisals in a revalidation cycle. Over these meetings you build a portfolio of supporting information and at the end of 5 years this is used to make a recommendation to the GMC that you should revalidate. There is nothing extra to do for revalidation.

What supporting information do you need?

Every year

- Reflective learning log showing you have kept up to date. Use a format that suits you.
- Set a PDP for the next year and reflect on your PDP from last year.
- SEA with documented learning points.
- Complete a declaration about health, complaints and probity.

Once in 5 yrs

- Feedback from colleagues MSF – use the WASP tool in SOAR for this
- Feedback from patients PSQ – your appraiser can let you know about options. The Lothian PSQ is a free to use online tool that allows you to text patients and collect anonymous responses.
- Quality Improvement Activity – note that it is best practice to include this every year, and practices will all be engaged in QIA.

Top tips

- Get started building up your supporting information. Don't leave recording all your learning until the last minute.
- Get in touch with your appraiser, get a date in the diary for your first meeting so you know when you're aiming for.
- Don't leave MSF and PSQ until the last appraisal! Sometimes the unexpected happens.
- [Toolkits | Medical Appraisal Scotland](#) has resources to get you started