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Dear Practice Manager

As we approach the implementation of revalidation proposals we are writing to you to ask for your assistance in supporting sessional GPs working in North of Tyne.

Research over the years has demonstrated that locum GPs experience particular problems in undergoing appraisal (mainly in connection with collecting evidence) and also in accessing multi-disciplinary education. Production of a folder of evidence will be a key part of revalidation for all GPs and practices will be familiar by now with many aspects of audit and other data collection required for this.

The following actions would be very helpful in trying to ensure that locums can place themselves in a position to be revalidated:

1. Assisting with distribution of **patient surveys and also peer/colleague feedback surveys** and to support them to discuss and interpret patient and colleague feedback
2. Informing locums promptly of any **complaints** received or **significant events**, which involve them or may impact on their work at your practice
3. Facilitating access by locums to computer systems and records outside of booked surgery times to carry out **audit**, if appropriate to consider providing some admin/practice pharmacist time to help locums to set up and carry out an audit that could be helpful for the practice as well as their own appraisal folder

The following actions would be helpful in supporting locums maintain the highest possible standards of clinical care:

1. Informing locums of urgent Department of Health or PCT communications
2. Cascading to locums any information you have about local educational events
3. Inviting locums to participate in practice meetings relating to clinical issues and services, education, prescribing and significant events.

If you wish to feedback on any of the above do so via:

Di jelley di.jelley@nhs.net and Paula Wright (sessional GP tutor) pfwright@doctors.org.uk

Yours sincerely

Di Jelley
Appraisal Lead