

18<sup>TH</sup> August 2010

NHS North of Tyne

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Dear Colleagues

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## NHS Appraisal Toolkit

I am writing to you regarding the future management of your appraisal documentation following the announcement by the Department of Health that the central contract with SCHIN who provide the National Appraisal Toolkit ( [www.appraisals.nhs.uk](http://www.appraisals.nhs.uk) ) will expire as from 31<sup>st</sup> October 2010. This means that the NHS appraisal toolkit (hosted by SCHIN) will no longer be free to access by appraisees after this date.

Whilst new toolkits are being developed by various agencies including SCHIN, RCGP and others, none have yet been approved for the purposes of revalidation and it is unlikely that we will know before the end of 2011 which toolkit(s) can be used. NHS North of Tyne has therefore agreed that as an interim measure the following two options for the management of your appraisal documentation;

1. Individuals can choose to make a personal subscription to SCHIN and continue to use the Appraisal toolkit to collect and store their appraisal evidence. Appraisers will still be able to use the toolkit free of charge to access the information of appraisees who have taken out a subscription to the toolkit.
2. Individual GP's can opt not to continue using the appraisal toolkit. The alternative is to use the documents in the North of Tyne appraisal pack (copy enclosed). This pack contains a copy of forms 1-3, plus all the templates needed to record the required evidence for appraisal. This pack can be filled in over time, completed prior to your appraisal and then emailed, with a copy of your last year's Form 4, to your appraiser. A complete list of the evidence required for appraisal is enclosed within this pack

**If you decide not to take out a subscription to the SCHIN appraisal toolkit, you will have to download any key documents you want to keep, before the end of October 2010.** This is not a difficult process and full instructions are in the FAQs section on the appraisal toolkit.

For the purposes of revalidation, you will only be required to submit evidence collected from April 2012 onwards, although you can include information from previous years if you wish to do so.

I am sure that you will realise that this problem lies outwith the NHS North of Tyne Appraisal team and we are sorry for any inconvenience that this may cause you.

I am confident that using the North of Tyne Appraisal Pack will allow you to collect and submit all the required information for annual appraisal over the next 18 months, by which time we hope there will be greater clarity on which electronic platforms are approved for revalidation, and how these may be accessed.

If you have any further queries regarding your appraisal documentation please do not hesitate to contact the appraisal team via the GP Appraisal Inbox [gpappraisals@northoftyne.nhs.uk](mailto:gpappraisals@northoftyne.nhs.uk)

Yours sincerely



Dr Mike Guy  
Medical Director, NHS North of Tyne

Enclosure: The North of Tyne GP Appraisal Pack