**Information on Appraisal and Revalidation for new doctors (non-trainee)**

The Trust Appraisal Lead is Dr Christopher Smith – Assistant Medical Director for Appraisal and Revalidation. Chris is a Consultant Anaesthetist based at St Richard’s Hospital.

There is a Senior Appraiser and trained appraisers within each Division. The Senior Appraisers are:

- **Surgery** – Mr David Beattie – Consultant Vascular Surgeon (based at St Richard’s Hospital)
- **Medicine** – Dr Mike Chard – Consultant Rheumatologist (based at Worthing Hospital)
- **Women & Child Health** – Dr Emma Rutland – Consultant in Sexual Health and HIV Medicine (based at St Richard’s Hospital)
- **Core Services (Pathology)** – Dr Iain Morrison – Consultant in Histopathology (based at St Richard’s Hospital)
- **Core Services (Radiology)** - Dr Nick Ashford – Consultant Radiologist (based at St Richard’s Hospital)

For SASG Doctors, the Lead Physician is – Dr Adrian Richardson – Medicine for Older People (based in Worthing).

Appraisal administration is managed by the Revalidation Team who are based in the HR Department at Worthing Hospital:

- Lynn Helyer – Medical Workforce Systems Manager and Revalidation Lead (ext 84604)
- Rebecca Downer – Medical Workforce Systems Administrator and Revalidation Administrator (ext 84677)

Queries regarding appraisal and revalidation can be emailed to: revalidation@wsht.nhs.uk

Further information to support your appraisal is available on the Medical Appraisal & Revalidation pages of StaffNet: [http://nww.westernsussexhospitals.nhs.uk/departments/human-resources/medical-hr/appraisal-and-revalidation/](http://nww.westernsussexhospitals.nhs.uk/departments/human-resources/medical-hr/appraisal-and-revalidation/)

**Annual Appraisal**

Your first appraisal at WSHFT should take place within 12 months of your last appraisal/ARCP with your previous employer. It is therefore important that you advise Medical HR or the Revalidation Administrator (Rebecca Downer) the date on which your last appraisal/ARCP meeting was held and provide them with appropriate evidence (copy of Appraisal summary / Appraisal certificate).
If you are on a fixed term contract and your annual appraisal is not due before your contract ends, you should arrange to have a ‘Fixed Term Clinical Review’ with your Clinical Lead / Supervisor before leaving the Trust. The Revalidation Administrator will send you a form to complete. This can then be used to support your main appraisal with your next employer.

Permanent and fixed term clinicians whose appraisal is due whilst at WSHT, will be given a unique log-in for the web based system (HealthMedics by Allocate) which is used at WSHT. You will be allocated an appraiser, with whom you should agree a mutually convenient meeting date and time which they will record against your appraisal record.

After you have been at the Trust for 3 months, you should have an objective setting meeting with your Clinical Director/Lead.

**What to include in your appraisal**

Your first appraisal at WSHT should reflect all the work you have done since your last appraisal/ARCP. This includes not only the work you have undertaken in your new role at WSHFT, but also the work undertaken for your previous employer(s) and any work undertaken elsewhere or in the private sector.

You will need to include a completed Medical Practice Information Transfer (MPIT) for all work undertaken outside WSHT. MPIT forms are available on the Medical Appraisal and Revalidation pages of StaffNet: [http://nww.westernsussexhospitals.nhs.uk/departments/human-resources/medical-hr/appraisal-and-revalidation/](http://nww.westernsussexhospitals.nhs.uk/departments/human-resources/medical-hr/appraisal-and-revalidation/)

A record of your objective setting meeting, previous PDP and ARCP/Appraisal summary should be included with your appraisal documentation.

Your appraisal should also include:

- Data-pack (Consultants only) – available from Mark Dennis, Head of Information Services – email: mark.dennis@wsht.nhs.uk
- Complaints/incidents – available from Mary Child, Patient Safety Systems Administrator – email: mary.child@wsht.nhs.uk

**Colleague and patient feedback**

If you would like to undertake a 360/MSF survey or patient feedback survey this can be arranged by emailing the Revalidation Team on: revalidation@wsht.nhs.uk

**Statutory & Mandatory Training**

It is mandatory to complete the Trust’s on-line e-Learning modules for Doctors. This should be done within **30 days** of commencement and annually thereafter and can be accessed via: [http://wsht.premieritelearning.com](http://wsht.premieritelearning.com)