

# Appraisal and Revalidation KPI Data

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## Appendix A

### A – Audit of all missed or incomplete appraisals

<b>Doctor factors (total)</b>	<b>Number</b>
Maternity leave during the majority of the 'appraisal due window'	2
Sickness absence during the majority of the 'appraisal due window'	6
Prolonged leave during the majority of the 'appraisal due window'	8
Suspension during the majority of the 'appraisal due window'	0
New starter within 3 month of appraisal due date	0
New starter more than 3 months from appraisal due date	2
Postponed due to incomplete portfolio/insufficient supporting information	2
Appraisal outputs not signed off by doctor within 28 days	42
Lack of time of doctor	20
Lack of engagement of doctor	1
Other doctor factors	1
(describe)	
<b>Appraiser factors</b>	<b>Number</b>
Unplanned absence of appraiser	0
Appraisal outputs not signed off by appraiser within 28 days	26
Lack of time of appraiser	2
Other appraiser factors (describe)	1
(describe)	
<b>Organisational factors</b>	<b>Number</b>
Administration or management factors	0
Failure of electronic information systems	0
Insufficient numbers of trained appraisers	109
Other organisational factors (describe)	0

## B – Quality assurance of appraisal inputs and outputs

Total number of appraisals completed		Number
	Number of appraisal portfolios sampled (to demonstrate adequate sample size)	Number of the sampled appraisal portfolios deemed to be acceptable against standards
Appraisal inputs	Number audited	Number acceptable
Scope of work: Has a full scope of practice been described?	54	50
Continuing Professional Development (CPD): Is CPD compliant with GMC requirements?	54	34
Quality improvement activity: Is quality improvement activity compliant with GMC requirements?	54	33
Patient feedback exercise: Has a patient feedback exercise been completed?	54	52
Colleague feedback exercise: Has a colleague feedback exercise been completed?	54	49
Review of complaints: Have all complaints been included?	54	38
Review of significant events/clinical incidents/SUIs: Have all significant events/clinical incidents/SUIs been included?	54	42
Is there sufficient supporting information from all the doctor's roles and places of work?	54	51
Is the portfolio sufficiently complete for the stage of the revalidation cycle (year 1 to year 4)? Explanatory note: For example <ul style="list-style-type: none"> <li>• Has a patient and colleague feedback exercise been completed by year 3?</li> <li>• Is the portfolio complete after the appraisal which precedes the revalidation recommendation (year 5)?</li> <li>• Have all types of supporting information been included?</li> </ul>	54	34
Appraisal Outputs		
Appraisal Summary	54	54
Appraiser Statements	54	54
Personal Development Plan (PDP)	54	54
Total number of appraisals completed		410

## C – Audit of revalidation recommendations

<b>Revalidation recommendations between 1 April 2014 to 31 March 2015</b>	
Recommendations completed on time (within the GMC recommendation window)	247
Late recommendations (completed, but after the GMC recommendation window closed)	0
Missed recommendations (not completed)	0
<b>TOTAL</b>	<b>274</b>
Primary reason for all late/missed recommendations For any late or missed recommendations only one primary reason must be identified	
No responsible officer in post	0
New starter/new prescribed connection established within 2 weeks of revalidation due date	0
New starter/new prescribed connection established more than 2 weeks from revalidation due date	0
Unaware the doctor had a prescribed connection	0
Unaware of the doctor's revalidation due date	0
Administrative error	0
Responsible officer error	0
Inadequate resources or support for the responsible officer role	0
Other	0
<b>TOTAL</b>	<b>247</b>