Improving lives

Oxleas NHS
NHS Foundation Trust

Oxleas NHS Foundation Trust
Pinewood House
Pinewood Place
Dartford
Kent
DA2 7WG

01322 625700
oxleas.nhs.uk

Dear Doctor,

Welcome to Oxleas NHS Foundation Trust.

My name is Jasmine Randhawa and I am the Medical Appraisal and Revalidation Officer for Oxleas. I am your first point of contact for all queries relating to appraisals and revalidation for doctors and I would like to take this opportunity to provide you with some information.

Appraisals

The trust appraisal year runs from 1 April to 31 March. The trust's Appraisal and Revalidation Policy and guidelines are located on the trust's intranet.

Wherever possible, we endeavour to align the date of your first appraisal with Oxleas to ensure that it is conducted approximately 12 months from your last appraisal date. However, we may at times be required to change the date of your appraisal in order to ensure that we have an equal spread of appraisals across the year.

Once your appraisal date has been set, this will be the date **on or before** which your appraisal must be conducted each year. This can only be changed with the express consent of the Responsible Officer, Dr Abi Fadipe.

Appraisal & Revalidation database

Oxleas uses the Strengthened Appraisal & Revalidation Database (SARD) for medical appraisals, and we will aim to register you with this system within 6 weeks of joining the trust. Once registered, you will be sent an email confirming your registration and a request for you to activate your account as soon as possible. SARD is a web-based intuitive system with an online support facility that gives you direct access to the system developers during working hours. The system also has built in support videos accessible to you at any time.

Supporting Revalidation

It is important that our records relating to appraisals and revalidation are accurate and up to date. To enable me to request information from your previous Responsible Officer, please complete **Section A** of the attached Information Request form and return to me at your earliest convenience. If you were recently a trainee, please be advised that the date of your last appraisal will be the date of your last ARCP.

One key criterion for any revalidation recommendation is that the appraisals which have taken place in the years preceding the recommendation have taken into account feedback from patients and colleagues; this is commonly referred to as multi-source feedback (MSF) or 360.

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Please ensure you provide the completion date of your last MSF/360 report (or mini-pat, if you were recently a trainee), this will enable the trust to ensure your compliance with this requirement prior to your next recommendation due date. If you do not have an MSF report at this time, you will be registered for this process once you have been with the trust for approximately 6 months.

As Oxleas NHS Foundation Trust will be your Designated Body, please log onto the GMC portal and connect yourself to Oxleas as soon as you commence your new role.

Kind regards,

Jasmine Randhawa
Medical Appraisal & Revalidation Officer
Medical Staffing Team

What you need to do next

Sign **Section A** of the attached Information Request form and provide the information requested therein including:

- The date of your last appraisal (or ARCP)
- The date you completed your last MSF (or mini-PAT)
- The date of your last revalidation
- The date your next revalidation is due

Please return your signed form to the email address below:

Jasmine Randhawa
Medical Appraisal & Revalidation Officer
Medical Staffing Team
Oxleas NHS Foundation Trust
Pinewood House, Pinewood Place
Dartford, Kent DA2 7WG
Email: oxl-tr.medicalRevalidation@nhs.uk

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INFORMATION REQUEST FORM
FOR APPRAISAL AND REVALIDATION DOCUMENTATION

Section A

I hereby give my permission for the information below to be released to Oxleas NHS Foundation Trust.

Name (please print): Dr…… GMC Number: ……

Name of previous Designated Body: …… Date left/leaving: ……

Date of last appraisal (or ARCP): …… Completion date of last MSF (or Mini-pat): ……

Previous revalidation date (if applicable): …… Due date of next revalidation: ……

Are you a qualified Medical Appraiser or would be interested to become an Appraiser? [Yes/No] ……

Signature: …… Date: ……

Section B

To: (Previous Designated Body)	**Responsible Officer**	**RO Signature**
From: Oxleas NHS Foundation Trust	**Responsible Officer** Dr Abi Fadipe	**RO Signature**

I am writing to request the appraisal documentation for the doctor named above who has now left/will be leaving your employ on: ……/……/…… (Without this documentation it will not be possible for the doctor to revalidate in future). Please confirm the following:
Position held at your Trust: …… Length of service: ……

Previous Appraisals
Please list all previous appraisal meeting dates for appraisals that have taken place during their employment with your trust, since they were last revalidated.

1. dd/mm/yyyy	**2.** dd/mm/yyyy	**3.** dd/mm/yyyy	**4.** dd/mm/yyyy	**5.** dd/mm/yyyy

Also, please enclose the 'Appraisal Summary' document for their last appraisal conducted at your Trust - it is important that this includes a copy of the most recent Personal Development Plan (PDP).

Checklist (confirm if included)**:**

	Yes	**No** (please state reason)
Last Appraisal Summary (including PDP)		

This form should be completed when the applicant has formally accepted the post at the new employing organisation. The form must be signed by the Responsible Officers at both Trusts and by the employee.

Please return the signed form and documents via email to:
Jasmine Randhawa, Medical Appraisal & Revalidation Officer, Medical Staffing Team,
Oxleas NHS Foundation Trust, Pinewood House, Pinewood Place, Dartford, Kent DA2 7WG
Email: oxl-tr.medicalrevalidation@nhs.net / Tel: 02038 715580

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