

# GP APPRAISAL NEWSLETTER

What's new & important

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## Admin Top Tip

### Advice for Apple/Mac users

Unfortunately we do not have access to Apple computers so are unable to offer an Apple alternative document. Applicants using Apple devices can open the Registration & Declaration form in Pages and 'Save as PDF' for submission.

There are also free alternative word processors available that may be better suited to working with Microsoft documents, though we understand not everyone is confident with this option.

There may also be difficulty if an older version of a word processor is used as it cannot process the formats of the new document styles.

This introduces our new NIMDTA GP Appraisal Team Newsletter in April 2024. We will issue four through the year, keeping appraisees abreast of important issues.

## IMPORTANT INFORMATION

- Please check your revalidation date on [GMC online](#) before completing your Registration & Declaration form for appraisal
- An incorrect date entered on the R&D form can have serious consequences when it comes to successful revalidation
- Prior to pre-revalidation, appraisees should have been working in NI for the previous 6 months
- **SEAs & QI evidence for appraisal must originate from a primary care source**

### 23/24 statistics

**Appraisals completed: 1,710** No. GP appraisers: 54

Thank you to all appraisees for your cooperation in the process in 23/24; and to the NIMDTA administration team for their unstinting commitment to assisting each one of us to complete the annual appraisal which is a mandatory requirement to retain our licence to practice and remain on the performers list.

### 24/25 Appraisal Year

**Estimated total no. of appraisals: 1,955**

**Applications processed: 1003**

By mid-April 2024, almost 1250 {>60%} R&D forms have been received. Thank you, planning is everything for the NIMDTA appraisal administration team, appraisees and appraisers. This makes for a very busy time for the NIMDTA administration team. The team endeavours to process the forms within 2 weeks, however early in the year this may be longer. Thank you for your patience.

### Appraisers to use

### HSCNI email addresses

This year GP appraisers will begin contacting appraisees with their dedicated secure NIMDTA email address, ending with [@hscni.net](mailto:@hscni.net).

This gives added security when sharing and storing your information.

We ask that appraisees always use their own email address which they check personally. Generic Practice Manager or reception email addresses are not ideal. Please double check your email address when entering it to your Registration & Declaration form.

### New GMC GMP 2024

[Good medical practice 2024 - GMC \(gmc-uk.org\)](#)

Following the publication of GMC GMP in January 2024, forms 1-3 have been updated with the necessary adaptations and updates suggested by the lead appraiser team. These forms were presented to the Responsible Officer, Margaret O'Brien.

A communication via e mail will be sent to each appraisee by RO office advising of the changes and the actions to be taken.

We start the 24/25 year with the present forms with the new forms available in the near future.

### Importance of timely PCF engagement

- \* Please respond promptly to the notification E-mail from the GP Revalidation Team when it arrives (usually 6 months before your revalidation date). Make sure the Revalidation Team ([gprevalidation@hscni.net](mailto:gprevalidation@hscni.net)) have your up to date email address to avoid delay. It is recommended that the same email address is used in correspondence with both the Revalidation Team and the GP Appraisal Team.
- \* To avoid delays in your PCF pack being issued, complete the self-assessment in good time and check it has been submitted properly. Your pack will not be issued until this has been completed.
- \* Once your pack has been received, ensure the questionnaires are filled in and returned within 8 weeks of your distribution date. This is to allow time for the staff to complete the documentation and generate your report. Priority will be given to those who have returned their packs on time.
- \* Please include your GMC number in all correspondence to the GP Revalidation team and the GP Appraisal Team as we have a number of doctors with the same/ similar names.

For alternative providers of PCF, please see link below:  
<https://www.nimmdta.gov.uk/media/10fzdfj/alternative-pcf-tools.docxhyperlink>

Please note NIMDTA do not cover costs involved with alternative providers.

The NIMDTA appraisal team are available to answer your questions and queries via [gpappraisal.nimmdta@hscni.net](mailto:gpappraisal.nimmdta@hscni.net).

The administration team are trained and able to deal with most issues. Any queries that they cannot answer will be discussed with the Regional Appraisal Coordinator. As of 1st March 2024 this is Dr Rose McCullagh.

Thank you to Paul Leggett for his leadership and work in this role since 2017. He has now become GP Director in NIMDTA, a post previously held by Michele Stone until

If you have any ideas for content or feedback regarding this newsletter, please let us know using [this form](#).