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FIPO-CAppS

FIPO Consultant Appraisal Services

***Appraisal for Consultants and General Practitioners in
the Independent Sector***

2023 Registration Form

These details are correct as at January 2022 and are subject to change. All the current forms are based on the GMC Good Medical Practice Framework for Appraisal and Revalidation.

The FIPO-CAppS Appraisal Process

Full details of the FIPO-CAppS Appraisal system will be laid out in an Information Sheet after registration for an appraisal. FIPO-CAppS is currently working with a company (MyL2P- “My Licence to Practice”) who provide the electronic platform for the appraisal process. The MyL2P web form is modelled on the MAF (Model Appraisal Form) promoted by the NHS Revalidation Support Team.

The FIPO-CAppS appraisal process is a step wise process for the appraisee (now known as “the doctor”) comprising:

- Registration and payment of the full fee for the appraisal
- Collection of required information and data on an ongoing basis by the doctor (the doctor’s portfolio)
- Up-loading of the portfolio to the electronic system (MyL2P)
- The appraisal interview
- Provision of required post appraisal documentation.

Multi-source feedback (MSF – also called 360° appraisal) is a separate procedure and details of a suitable company through which this can be organised will be supplied. One MSF is required in any 5-year cycle of revalidation.

Apart from professional and personal development the evidence of a satisfactory appraisal will be used for two main purposes:

1. to inform the relevant Responsible Officer and thus to allow him/her to make a recommendation on a 5 yearly basis to the GMC about revalidation
2. for renewal of practising privileges in the consultant’s private hospital(s).

The FIPO-CAppS Role in the Appraisal Process and the Terms and Conditions to be agreed with the Doctor

- a) FIPO-CAppS does not conduct the actual appraisal, but is responsible solely for providing a managed environment in which the appraisal process can take place.**
- b) The outcome of the appraisal and the final appraisal documents will be retained by the doctor in electronic format and will remain confidential to the doctor (appraisee) and his/her appraiser. No data will be released to any outside party by FIPO-CAppS. However, the Responsible Officer to whom the doctor reports, will be entitled to view the appraisal documentation.**

- c) FIPO-CAppS will have access to appraisal documents only in the context of its normal quality assurance programme in which periodic and occasional sampling of data is required to ensure that the process meets regulatory needs. In all these circumstances strict confidentiality will be maintained and no individual will be named by FIPO-CAppS, whether doctor or appraiser.**
- d) All doctors should discuss the appraisal fully with their appraiser and agree the content of the appraisal and subsequent personal development plan. In the unlikely event of a dispute between appraiser and the doctor FIPO-CAppS may, in its absolute discretion, review the appraisal or offer a second appraisal by a different appraiser at an added cost to the doctor.**
- e) Participants in the appraisal process may be asked to complete a short confidential questionnaire at the end of the process; which is another part of the ongoing quality assurance assessment.**
- f) FIPO-CAppS will accept no responsibility for the outcome of the appraisal or any actions that may ensue from it.**

The cost of the FIPO-CAppS Appraisal

FIPO-Capps, as part of FIPO, is a not-for-profit company and is intent on keeping costs for the appraisal to the minimum. The current cost is £775 for each appraisal which covers the appraiser's fee, indemnification, the charges per appraisal raised by MyL2P and administrative expenses. The charge for members of the London Consultants' Association is £725 (contact Brigid Tucker at the FIPO office for more information about this).

Registering for an Appraisal

If you wish to proceed with an appraisal under the Terms and Conditions of the FIPO-CAppS Pilot Scheme, then complete the Appraiser Registration Form below and the process will begin.

Please send this form by email to office@fipo.org or by post to the FIPO Office (Bentinck House 3-8 Bolsover Street, London, W1W 6AB). Registration must be accompanied by payment of £775 or £725 for LCA members. BACs payments to the Federation of Independent Practitioner Organisations (FIPO) | Sort Code 20-77-75 | Account 00468177. Cheques to be made payable to **FIPO**.

Further information will follow after registration.

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Appraisal for Fully Independent Consultants and General Practitioners in the Acute Independent Sector with Hospital Practising Privileges

APPRAISEE REGISTRATION FORM

Consultants requesting appraisal are asked to complete and return this form to FIPO.

Name and Title			
Qualifications		GMC Number	
Specialty			
Address for correspondence			
Postcode			
Office Phone			
Mobile			
Email			
Years as consultant			
Name of Previous Trust if applicable			

Do you have Private Hospital Practice admitting privileges (please tick)

YES

NO

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If yes, in which hospitals do you have practising privileges in order of workload?

Details of your Responsible Officer:

Name	
Group or Hospital	

Please complete and sign the following declaration:

I agree to an appraisal administered by FIPO-CAppS. I understand that FIPO-CAppS will have no responsibility for the outcome of this process. I will accept the nomination of the appraiser offered to me.

I agree to the Terms and Conditions laid out in the FIPO-CAppS Information Sheet and specifically to the release of information to my Responsible Officers. I agree that when required selected portions of my portfolio and appraisal may be viewed for quality assurance by FIPO-CAppS on the understanding that this will be kept confidential. I agree if requested to complete a short questionnaire at the end of my appraisal which is a further part of the quality assurance process.

Signature _____

Date _____

*Please send this completed Form to FIPO at **Bentinck House 3-8 Bolsover Street, London W1W 6AB**. Any queries can be directed to the FIPO Office at office@fipo.org or by telephone to 0207 339 3292*

The information given above, and all other information, will be used only for the administrative requirements of the appraisal scheme and for no other purpose. No information will be passed on to a third party without proper authorisation. FIPO-CAppS will comply with obligations of the General Data Protection Regulations (GDPR).