# Guidance on Appraisals

This document is for those who are unaware what GMC appraisals and revalidation entails. Appraisal is a process that happens every year in which everything you have done to improve yourself as a doctor is recorded and is appraised. Revalidation happens every 5 years and is a cumulation of all your appraisals till date. These are sent to the GMC by your designated body and is used in yearly renewal of your GMC license. I will not go into detail with regards to how it is done because you will receive proper briefing about this by the hospital.

This document is aimed at the preparation phase and what you should focus on leading up to your appraisal to ensure adequate preparedness.

Any teaching attended including grand rounds go towards your continuing professional development points. You can request for your total attendances from the PG education department reception and they will happily give you a record of all your attendances that year. This can be then uploaded to the appraisal software and CPD points assigned depending on how many total hours of teaching you have attended. So, make sure you attend teaching regularly.

Courses also count towards CPD points and can be uploaded to the appraisal software as well as helping you with future training applications.

Other things you will need to upload to your appraisal form include:

1. Feedback from juniors, seniors and nursing staff etc.
2. Quality improvement/Audit activity.
3. Significant events.
4. Feedback from patients is desirable
5. Compliments or complaints.