CONTINUING PROFESSIONAL DEVELOPMENT (CPD) FOR APPRAISERS 2011/2012

For 2011/12 Wessex Deanery Appraisal and Revalidation Service will pay each appraiser who attends the full day annual conference a CPD honorarium of £389\(^1\). This is an exceptional payment and may not be available in future years.

In addition, the Wessex Appraisal and Revalidation Service will pay each appraiser £389\(^2\) per appraisal year for a minimum of 6 hours of further CPD, to include attendance at a minimum of 2 local appraiser support groups, and subject to provision of appropriate documentation.

The minimum of 6 hours of CPD including two local support group meetings is quantifiable for appraisers as either:

- Full attendance at an existing appraiser Skills Assessment or Advanced Appraiser course PLUS 1 further local appraiser support group meeting through the appraisal year April to March (the networking at the day will count as one support group meeting)
- Attendance at a workshop applicable to your appraiser role PLUS 2 local appraiser support group meetings, sufficient to provide a minimum of 6 hours of appraisal related CPD, through the appraisal year April to March. Workshops may be provided by the Wessex Deanery Appraisal and Revalidation Service or be provided externally\(^3\), and may include on-line learning\(^4\)
- Attending a minimum of 6 hours of local appraiser support group meetings. The local support groups should hold a total of 4 meetings per year (including the one during the annual conference).

A CPD invoice template will be prepared by the GP Appraisal Office, and circulated to each appraiser by the end of June in the current appraisal year.

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1 Based on the appropriate RCGP daily rate. May be subject to change, any change notified by email by end of June in current appraisal year, and applied to all CPD claims in that year
2 Based on the appropriate RCGP daily rate. May be subject to change, any change notified by email by end of June in current appraisal year, and applied to all CPD claims in that year
3 If claiming for external workshop, a copy of the programme and reflective notes will be required. External workshops funded by other sources may not be included
4 A current list of suitable on-line learning will be available shortly from the Appraisal & Revalidation team – please contact Gill Watson (gill.watson@wessexdeanery.nhs.uk)
Any claim should be raised and sent to the Appraisal & Revalidation Service, South Central SHA, Southern House, Sparrowgrove, Otterbourne, nr Winchester SO21 2RU.

A claim may be received with the relevant dates marked on the invoice up until the end of June in the following appraisal year (i.e. if the CPD claim is for meetings in 2011/2012, the claim must be received by June 2012). Claims received after this time will not be paid. Attendance at the annual conference day or Skills Assessment/ Development Days will be recorded by the Appraisal Office. Attendance at local appraiser support group meetings, as well as length of time and minutes of the meeting, will be recorded by the meeting Convenor and submitted to the GP Appraisal Office.
Flowchart – Continuing Professional Development (CPD)

- Attendance at Refresher Day
- Claim submitted on day
- Attendance at Skills Assessment, Advanced Appraiser Skills, workshop or online module
- Claim completed and sent to Appraisal Office before the end of June, in the subsequent year
- Claim checked by Appraisal Office
- Claim confirmed and sent to SBS for settlement.
- Claim does not contain correct detail and returned to appraiser.
- Attendance at first local appraiser support group meeting
- Attendance at second local appraiser support group meeting (if applicable)