

London Regional Team
Southside
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London SW1E 6QT
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appraisals.north-east@nhs.net

3 December 2015

Dear Doctor,

Clarity/RCGP is still the preferred toolkit – but the funding is changing from the next appraisal year (2016 – 17).

Historically in London, GP's have been supported by NHS England to use the Clarity toolkit, which has not been the case in other parts of the country. However this concession will no longer be available to London GP's from April 2016¹. To continue to use Clarity/RCGP, GP's will need to fund it themselves.

Reasons to stay with the Clarity/RCGP toolkit:

1. Your appraisal record and documentation will continue to be stored in one place – this is especially important as revalidation is a 5 year cycle.
2. You and your appraiser are already using it.

Alternative option:

While we strongly encourage you to continue to use the Clarity/RCGP toolkit, there is another option which is to use the MAG form. This form is freely available and you can download it:

<https://www.england.nhs.uk/revalidation/2015/10/20/appraisal-vehicles/>

What you need to do NOW

1. If you choose to continue to use Clarity you need to make the appropriate payment to Clarity before **31st January 2016**.
2. If you choose to use the MAG form, you need to inform your appraisal team. Name of team member person eg **Janet Fitton + EMAIL ADDRESS**
3. If you are going to use the MAG form you need to download your previous appraisals from Clarity and store them separately so that you maintain a 5 year record.
4. You must have completed and signed off your appraisal for this year (2015/16) by the 31st March 2016.

If you have any further questions then please discuss them with your appraiser in the first instance, or the appraisal team.

Yours sincerely

David Finch
North West London
Medical Director

Jane Fryer
South London
Medical Director

Henrietta Hughes
North Central & East
Medical Director

¹ <https://www.england.nhs.uk/revalidation/2015/10/20/appraisal-vehicles/>

Cost Summary

RCGP Members	Option A £45 per year (£37.50 + VAT) if purchased annually	Option B Pay for 5 years upfront (total cost £225 including VAT) and get 3 extra years for free, ie 8 years for the price of 5. This works out at £28.13 per year (£23.44 + VAT).
Non RCGP members	Option A £60 per year (£50 + VAT) if purchased annually	Option B Pay for 5 years upfront (total cost £300 including VAT) and get 3 extra years for free, ie 8 years for the price of 5. This works out at £37.50 per year (£31.25 + VAT).

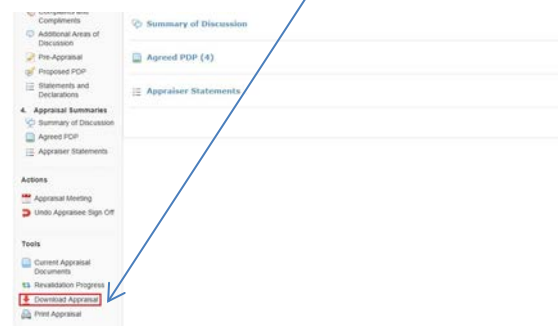
This includes free access to the nurse toolkit.

Instructions to download your revalidation records from Clarity/RCGP:

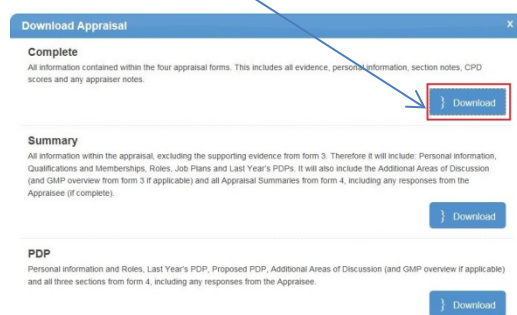
Step 1 – Once logged in, go to your 'Dashboard' page and scroll to the bottom



Step 2 – Click on the button entitled 'Download Appraisal' (circled in red below)



Step 3 – Click on the download button in the 'complete' section, as shown below.



This opens your downloaded appraisal in a new document

Step 4 – Save the file on you own computer hardware and ensure this is safely backed up.

