**MEDICAL APPRAISAL AND REVALIDATION SYSTEM (MARS)**

**Quick tips for a successful Appraisal/Revalidation**

**1.** You must take part in an annual appraisal **which must include:**

* CPD (in line with Royal College).
* Quality Improvement Activity (QIA).
* Significant Event Analysis (SEA).
* Review of Complaints & Compliments.
* Colleague & Patient Multi-Source Feedback (MSF) – once in each 5 year revalidation cycle and **discussed in an appraisal.**

**2.** Give yourself **plenty of time** to become familiar with the system – there is a steep learning curve! In particular, completing the Equiniti Multi-Source Feedback (MSF) package will take longer than you think.

**3.** Ensure all **your personal data** is entered correctly.

**4.** Ensure **at least one entry** has been made in the **4 different domains** – this will make it easier for your appraiser to pull across key information into the appraisal

Summary and it will make the final report look tidier.

**5.** If you are revalidating, ensure Domains 1, 2 and 3 have at least one entry in each domain using a **Revalidation template** (rather than, or in addition to, any personal or team entries) – the revalidation templates are easier to pull across to the appraisal summary and this feeds into the revalidation process – the Responsible Officer will primarily be judging entries on these templates when making a decision to revalidate.

**6.** Under the “Safety and Quality” Domain, ensure you **enter at least one “Significant Event”** using the revalidation template provided. If you have not had a complaint or significant event as an individual, use a critical incident that affected your team, and reflect on this. The Significant Event template feeds directly into the Revalidation Scorecard and once your appraiser confirms that a discussion has taken place this turns one of the boxes “green” on the revalidation progress page. If possible, do the same with a **clinical audit**.

**7.** NHS-Wales-Appraisal advises that **no patient-identifiable information (PID)** should be uploaded on to MARS. This means you will not be able to upload clinical portal letters or complaints responses unless they have been anonymised or the names redacted. If you wish to provide evidence which has PID, please print it and bring it to the appraisal to be viewed in person.

**8.** The **“Probity and Complaints”** section is **MANDATORY**. If you have not ticked the relevant boxes and provided the necessary evidence it will hold up the whole process. Do not submit your appraisal without answering **all** of the questions in this section.

**9.** If you have had any **complaints** in the previous year, enter evidence of these along with appropriate reflections using **personal templates**. If the complaint related to a significant event, then you may wish to use the revalidation template (NB – what you and the appraiser enter on the system will be pulled across to the final report).

**10.** Please note that you should **avoid duplicating CPD points**. If you have

already uploaded a summary from your royal college website with a CPD total, and are then reflecting on a key activity using the MARS system, do not add any credit on MARS for that activity– this will add those hours on to your CPD total and will be double-counting this activity. During your appraisal you should agree with your appraiser the total CPD hours that you wish to be accounted for.

**11.** If you are an **academic**, upload evidence of your academic appraisal on to the MARS system – MARS should cover the entirety of your professional life.

**12.** If you undertake **private practice** in a private institution, ensure that you upload into Domain 1 a report/letter from the medical director of the private institution indicating that there are no active complaints or incidents – MARS should cover the entirety of your professional life (Whole Practice Appraisal).

**13.** Using the “My Appraisal” tab, open up “My Living PDP” – populate this with your previous PDP information and enter draft goals for your upcoming appraisal year – this will then be discussed and finalised following the

Appraisal. Put entries for next year’s PDP in the **Aspirational PDP** section – that way your appraiser can easily add it to the PDP for the year following the current appraisal**. DO NOT add entries of PDP for the future in the Additional PDP section.**

**14.** Before you agree the appraisal summary check that your appraiser has:

A. Copied across the titles of every piece of evidence you have submitted and copied in detail the 4-6 that you discussed during the appraisal meeting.

B. The relevant sections in your Revalidation Scorecard have turned Green – CPD, SEA, QIA, MSF (if completed).

**NB.** The Scope of Work section will only turn green after you have checked your personal and professional details, the Probity and Health Declarations and Review of Complaints and Compliments sections will only turn green once you have completed the Probity statements and the PDP and the Review of the previous PDP sections will only turn green once you agree the summary.

If there is anything you’re not sure of please call the Revalidation Team before you agree the Summary.

**Useful Contact Information**

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**Orbit 360 Clinical**

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