

Trainee Revalidation Frequently Asked Questions (FAQs)

NB Trainees are advised to check the exact processes in place in their own deanery/equivalent organisation in relation to revalidation, but these FAQs provide an overview based on Health Education KSS FAQs

Q1 – What is the purpose of revalidation?

A – The purpose of revalidation of a Doctors Licence to Practice is to give patients greater confidence in the profession and support the individual in maintaining and improving their practice.

Q2 – What is a Responsible Officer?

A – This is a senior clinician in a Designated Body who ensures that the doctors for whom they act in this nominated capacity, continue to practice safely and are properly supported and managed in maintaining their professional standards

Q3 – What is a Designated Body?

A – This is the organisation that a licensed doctor has a professional, educational or employment connection with that provides them with support for revalidation. For postgraduate trainees in England this is the relevant Local Education and Training Board (LETB) e.g. Health Education body for your region. In Wales, this is your Deanery. In Scotland it is NHS Education for Scotland. In Northern Ireland, it is the Northern Ireland Medical and Dental Training Agency.

Q4 - Who is my Responsible Officer?

A -Your Responsible Officer (RO), as a postgraduate trainee in England, Wales and Northern Ireland, is your postgraduate Dean. In Scotland it is the medical director of NHS Education for Scotland.

Q5 – How will the GMC know who my “Designated Body” is?

This will be confirmed through your completion of the GMC Trainee survey.

Q6 – How can I find out further information?

The GMC have information on their website which can be found at <http://www.gmc-uk.org/doctors/revalidation/12383.asp>

Q7 – What do I need to do for this process?

A – Licensed doctors will need to collect [supporting information](#) to show how they are meeting professional standards in their daily practice based on the GMC’s core guidance for doctors [Good Medical Practice](#).

You will already produce much or all of the evidence required for revalidation as a matter of course during your training, through meeting the requirements of your curriculum and periodic discussions with your educational supervisor.

Q8i – What purpose does the Form R serve in revalidation?

Specialty trainees will need to complete an enhanced Form R (please check with your Deanery/equivalent organisation what version they are using). The Form R is the document that all Specialty trainees sign annually, and an enhanced version requires you to answer questions about whether you have been involved in any complaints or investigated incidents over the last year. You will need to send this form back to the appropriate Deanery person, and you will be given full contact details.

Q8ii – The enhanced Form R asks for the last revalidation date, what should I enter?

This field is to capture those trainees who have already revalidated previously and will not be used until the first revalidations take place with the GMC. So you should leave this blank for now.

Q8iii – The enhanced Form R asks for my revalidation date, what should I enter?

Your revalidation date will be set to your expected CCT date or to 5 years after revalidation commences, whichever is first. Put that date on your form.

All trainees who revalidate at 5 years after revalidation commences will revalidate again at CCT, if CCT date has not already been reached. For trainees who gain full registration with a licence to practise after December 2012, your revalidation date will be set to 5 years after full registration (or to your expected CCT date where this comes first).

Q8iv – What is a significant event in relation to the Form R?

The GMC state that a significant event (also known as an untoward or critical incident) is any unintended or unexpected event, which could or did lead to harm of one or more patients. This includes incidents which did not cause harm but could have done, or where the event should have been prevented, which is significant enough to be investigated by your employing organisation.

It is an expectation that all doctors as part of the requirements for revalidation are required to record and reflect on significant events in their work with the focus on what they have learnt as a result of the event/s. You only need to record this information on your form R if any formal investigations have not been completed and resolved, or if they have not been included in your portfolio.

Q12 – What role does my employer have in my revalidation?

Your employer will be supplying information to the LETB/deanery/equivalent organisation in order to inform the revalidation process through your Annual Review of Competence Progression (ARCP) or its equivalent, the Record of In-Training Assessment (RITA).

This is called an exit report and asks the employer about any unresolved concerns about a trainee's conduct. If there are concerns ongoing the employer should complete an exception report for the LETB/Deanery and provide the trainee with a copy.

An exit report will be generated for every episode of employment since the last ARCP, and it is the employers' responsibility to produce this. A failure of an employer to produce adequate information should not be detrimental to the trainee.

This information will be provided under three headings:-

Conduct/capability investigation

The employer will be asked to confirm whether you have been involved in a conduct or capability investigation and to provide a brief summary (the Exception report).

If so, has this been resolved satisfactorily with no unresolved concerns about your conduct

If there are unresolved concerns, they will be asked to give a brief summary (the Exception report) and the anticipated date of the outcome of any investigation.

Serious Untoward Incident/Significant Event investigation

If you have been involved in a Serious Untoward Incident (see GMC definition in Q8iv), whether investigated or not, you should have discussed it with your educational supervisor and reflected on the outcome in your portfolio as part of the normal education appraisal process.

You only need to record this information on your form R if any formal investigations have not been completed and resolved, or if they have not been included in your portfolio.

The employer will be asked if you have been involved in a formal Serious Untoward Incident/Significant Event Investigation and to provide a brief summary (the Exception report).

If so, has this been resolved satisfactorily with no unresolved concerns about your fitness to practice

If there are unresolved concerns, they will be asked to give a brief summary and the anticipated date of the outcome of any investigation

Complaints

If you know you have been involved in a complaint you should have discussed it with your educational supervisor and reflected on the outcome in your portfolio as part of the normal educational appraisal process. You only need to record information on your form R if the investigation has not been completed and resolved, or if they have not been included in your portfolio.

The employer will be asked if you have been named in a complaint and to provide a brief summary (the Exception report).

If so, has this been resolved satisfactorily with no unresolved concerns about your fitness to practice?

If there are unresolved concerns, they will be asked to give a brief summary and the anticipated date of the outcome of any investigation

Q13 – How often will my employer be asked for this information?

Information will be collected twice per year, in April and November or a time appropriate to an ARCP that might fall outside these dates.

Q14 – How will I know if I have been recommended or not for revalidation?

The recommendation for revalidation to the GMC will occur every 5 years, and again at CCT, or at the point of CCT where this comes first. An ARCP or its equivalent the Record of In-Training Assessment (RITA) will be held every year and if there are ever any

concerns that might affect a trainee's possible revalidation these will be discussed face-to-face and recorded in the ARCP outcome form or its equivalent the Record of In-Training Assessment (RITA).

The outcome of ARCP panels etc should always be passed to the trainee and their employer.

Your postgraduate Dean or equivalent, acting as your Responsible Officer, will base their recommendation on your participation in the Annual Review of Competence Progression (ARCP) process or its equivalent the Record of In-Training Assessment (RITA).

You will receive a formal notification of your revalidation decision from the GMC.

Q15 – How is my grace period accounted for?

The postgraduate Dean or equivalent will remain the Responsible Officer until the end of the period of grace.

Q16 – Who is the postgraduate Dean responsible for?

The Postgraduate Dean or equivalent is only responsible for Trainees in GMC approved Deanery training programmes and posts. This will include LATs and trainees who are currently out of programme. The Postgraduate Dean is **NOT** responsible for any locums including LASs, Trust grade jobs, staff grade posts and other non-training grade posts.

Q17 - If I get an outcome other than a 1 in my ARCP does that mean I will not get revalidation?

Not at all. It is quite possible to get an outcome 3 or 4 for failure to pass key exams, but unless there are other problems (e.g. conduct or health) it would have no effect on your revalidation decision.

Q18 - What if I change my Designated Body?

The GMC will work with LETBs/deaneries and equivalent organisations to capture the change of designated body for trainees who change LETB/deanery. Trainees will be able to see the details of their prescribed connection and revalidation submission date by logging onto their GMC Online accounts.

If you change your LETB/deanery, completed your training, or leave your training programme, you should use GMC Online to tell the GMC about the change to your designated body.

Q19 - What happens if I am absent for a period of time or have a break from my training programme; what effect will this have on my revalidation?

If you are absent or take a break from the training programme which is approved by the deanery (meaning that you do not give up your training number), then your revalidation date and prescribed connection will remain the same, and you do not need to do anything else. This might include taking up an out of programme training or research post, or going on maternity or long term sick leave. If your revalidation date happens to fall whilst you are out of training, your Responsible Officer will have the option to defer your revalidation. Deferral of the revalidation recommendation does not have any impact on your licence to practice, and is not a detrimental judgement.