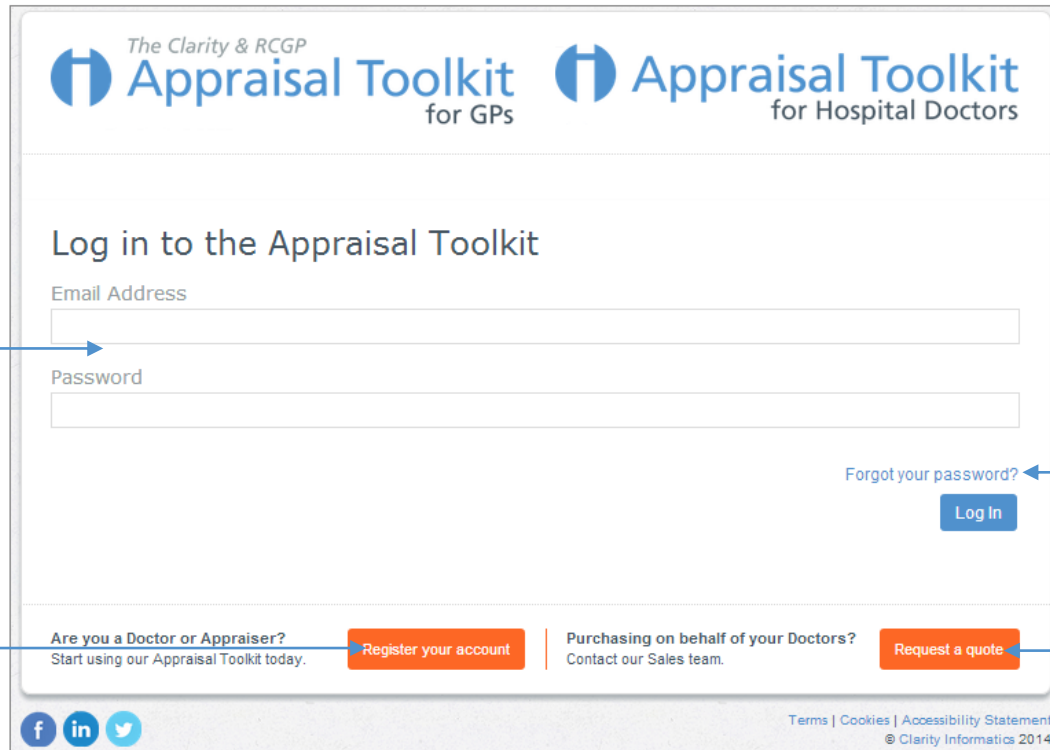# Quick Start Guide: Appraisee

Accessing Appraisal Toolkit for GPs

Appraisal Toolkit for GPs is a fully online application; once you are registered you can login at http://appraisals.clarity.co.uk/doctors/toolkit.

The Clarity & RCGP

Appraisal Toolkit
for GPs

Appraisal Toolkit
for Hospital Doctors

Log in to the Appraisal Toolkit

Email Address

Password

Once you've registered, login to your account with your email address and password

Forgot your password?

Can't remember your password? Click this link to reset it

Log In
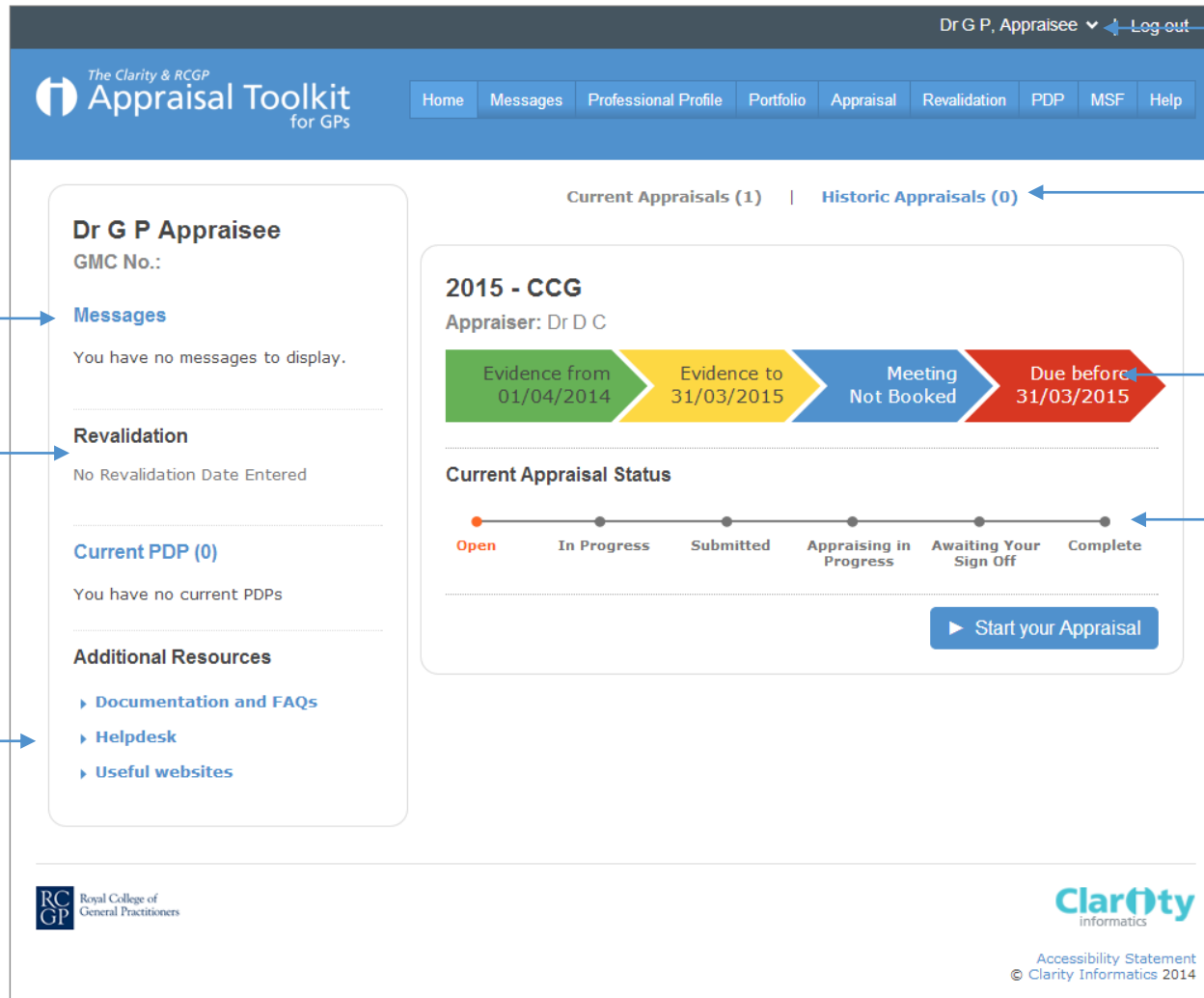
New user? Click this button to register

Are you a Doctor or Appraiser?
Start using our Appraisal Toolkit today.

Register your account

Purchasing on behalf of your Doctors?
Contact our Sales team.

Request a quote

Click this button to contact our Sales team directly

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Your Homepage

Dr G P, Appraisee ⌄ Log out

Click your name to change your personal details, role, or password

The Clarity & RCGP
Appraisal Toolkit
for GPs

Home | Messages | Professional Profile | Portfolio | Appraisal | Revalidation | PDP | MSF | Help

Current Appraisals (1) | **Historic Appraisals (0)**

Click between your current and historic appraisals for quick access

Click here to go to your Appraisal Toolkit messages inbox and view your system messages

Dr G P Appraisee

GMC No.:

Messages

You have no messages to display.

Revalidation

No Revalidation Date Entered

Enter your revalidation information in the Revalidation area (see the top blue menu)

Current PDP (0)

You have no current PDPs

Additional Resources

▸ **Documentation and FAQs**
▸ **Helpdesk**
▸ **Useful websites**

Click these links to access our extensive wiki, downloadable user guides and tutorial videos, or to contact our Customer Support Team through our helpdesk

2015 - CCG

Appraiser: Dr D C

Evidence from 01/04/2014 | Evidence to 31/03/2015 | Meeting Not Booked | Due before 31/03/2015

Keep track of you appraisal evidence and meeting dates

Current Appraisal Status

Open | In Progress | Submitted | Appraising in Progress | Awaiting Your Sign Off | Complete

See your appraisal status as your progress bar is updated in real-time

▶ Start your Appraisal

RCGP Royal College of General Practitioners

Clarity informatics

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Appraisal Toolkit
FOR DOCTORS

Your Profile and Portfolio

Click the headings in this menu bar to navigate through Appraisal Toolkit

Click the different sections in this left navigation bar to move around your Portfolio (or Profile)

Search your Portfolio for a specific item by title

Click this link to add your evidence. Each item has two tabs to complete:

- Details
- Documents (upload digital documents as supporting evidence)

Click 'Guidance Notes' to see guidance on each section, including tips about what information to include and why it is important for your appraisal and revalidation. This information is collated from GMC and AORMC guidance

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Your Appraisal Dashboard

Use the left navigation menu to move around your appraisal.

This shows your appraisal timeline. Click 'Show History' to see your entire appraisal history, including any submissions or reversions.

Click these links to book your Appraisal meeting, change your appraisal dates, or submit your appraisal for review

Use these links to print and download your appraisal information, view your documents and import your Portfolio items

All of your appraiser's contact information is available for you to view from your dashboard

Keep track of your total CPD score for this appraisal.

Use these quick-links to access different evidence sections in your appraisal. The number in brackets shows how many items you have in each section

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Dashboard

1. Personal Information
- GMC Information
- Personal Information
- Qualifications
- Memberships

2. Roles & Responsibilities
- Roles
- Job Plans
- Last Year's PDP
- Minor Surgery Log

3. Appraisal Information
- CPD Events
- Quality Improvement Activities
- Significant Events
- Education
- Colleague and Patient Feedback
- Complaints and Compliments
- Additional Areas of Discussion
- Pre-Appraisal
- Proposed PDP
- GMP Overview
- Statements and Declarations

Actions
- Appraisal Meeting
- Change Appraisal Dates
- Submit Appraisal

Tools
- Current Appraisal Documents
- Download Appraisal
- Print
- Import from Portfolio
- Revalidation Progress

Your Appraisal for 2013

Evidence from 01/04/2012 → Evidence to 31/03/2013 → Meeting Book Now → Due before 31/03/2013

Appraiser: Mr Chris C

Email:

Current Appraisal Status

Open — In Progress — Submitted — Appraising in Progress — Awaiting Your Sign Off — Complete

Telephone:

Revalidation Date: 23/12/2021

Organisation: CLARITY HOLDING ORGANISATION

24/10/2013 – In Progress: Appraiser Availability Requested   Show history

Last Year's PDP

Last Years PDP (0)

Appraisal Information	CPD Credit Hours Total	Total
CPD (19)		85
Quality Improvement (7)		12
Significant Events (2)		0
Feedback (5)		
Complaints and Compliments (9)		
Additional Areas of Discussion		

CPD Credit Hours Total: **97**

FAQs

How do I get my data transferred from the RCGP Revalidation e-Portfolio?

- If you are eligible for migration, you must provide consent for your data to be transferred to Appraisal Toolkit for GPs, it is best to do this before the system goes live but can be done within the read only version of the RCGP Revalidation e-Portfolio. It can take up to 1 hour for Clarity to verify consent made within the RCGP Revalidation e-Portfolio.

How long will it take for my RCGP Revalidation e-Portfolio data to be available to me once I'm registered?

- When you verify your data migration the data will be available within 1 working day.

How do I change my email address/username?

- To change your username/email address, please contact our Customer Support Team on **0845 113 7111.**

I am missing some documents from my appraisal that was migrated from the RCGP Revalidation e-Portfolio, where can I find them?

- Documents from the RCGP Revalidation e-Portfolio that could not be mapped to Appraisal Toolkit for GPs will be available in the 'Documents' section under 'RCGP Rep Items' on the left menu of your current appraisal.

Where is the Quality Improvement Project information from the RCGP Revalidation e-Portfolio?

- Appraisal Toolkit for GPs does not include this category in the Quality Improvement Activities section, so data migrated from the RCGP Revalidation e-Portfolio system for this category has been added to the CPD Event section.

I had an open/In progress Patient/Colleague feedback cycle on the RCGP Revalidation e-Portfolio, where can I now find this?

- Migrated MSF cycles can be found in the 'MSF' section on the top blue menu on Appraisal Toolkit for GPs.

How do I add PDPs?

The first time you use Appraisal Toolkit you can enter the PDP activities you have been working towards over this appraisal period. If this is your first appraisal, tick ☐ This is my first ever appraisal for this organisation. and you will not need to complete the following steps.

To add a new PDP:

- View your current appraisal
- Click 'Last Year's PDP' in section 2 of the left navigation bar
- Click Add new item
- Complete each of the tabs and click Save

You can link your Portfolio evidence to the PDP in the 'Development Evidence tab – just tick the ☐ Use My Portfolio box and select your items.

Can I make amendments to my appraisal after submitting it?

If you have submitted your appraisal but your appraiser has not yet started reviewing it, you can undo your submission by clicking 'Revert Submission' in your left navigation bar. If your appraisal has an 'Appraising in Progress' status, contact your appraiser or administrator and ask them to revert it for you.

For further guidance please see our online documentation at http://wiki.clarity.co.uk , contact our Customer Support Team on **0845 113 7111** or email us at doctors-appraisals-enquiries@clarity.co.uk.