

## Meeting revalidation requirements across full scope of practice for doctors in postgraduate training

### Frequently Asked Questions

In addition to these Frequently Asked Questions, please refer to the latest COPMeD guidance on meeting revalidation requirements across full scope of work

[https://www.copmed.org.uk/images/docs/revalidation/Guidance\\_to\\_ensure\\_doctors\\_in\\_postgraduate\\_training\\_meet\\_revalidation\\_.pdf](https://www.copmed.org.uk/images/docs/revalidation/Guidance_to_ensure_doctors_in_postgraduate_training_meet_revalidation_.pdf)

1. I provide medical services outside of my training programme to NHS and/ or private providers. How do I ensure this work is included in my annual review of full scope of work for revalidation?  
**It is an absolute requirement of your GMC registration that you have an annual appraisal encompassing your whole practice. Your ARCP is the process to review your training and is the equivalent of your annual appraisal to provide an overview of any additional provide evidence of any additional work that you are doing. Ideally you will present a separate completed appraisal from the organisation(s) where you are providing the additional services. If this is not possible for any reason you must provide evidence of the type of work performed and any complications or patient feedback related to it through your form R or electronic equivalent. Any work you undertake as a locum in a unit where you are currently engaged as a trainee will be covered by in the summary of your training placements since your last annual review (ARCP or appraisal).**
2. Do I need to declare on my form R locum sessions I undertake:
  - a. In the unit where I am currently in training? **No**
  - b. In a unit where I was previously employed as a trainee? **Yes**
  - c. In a unit that is in the trust where I am working but outside of where I am currently employed as a trainee? **Yes**
  - d. Through an agency / contractor that is separate from my current employer eg locum sessions arranged through a locum agency even if the sessions are with my current main employer. **Yes**
3. Will the indemnity that I have arranged through my training role cover me for other activity I undertake?  
**Not necessarily – it is your responsibility to check with the organisation employing or contracting with you and any defence organisation providing you with cover outside NHS Crown Indemnity.**
4. Who should I inform when I am planning to undertake locum or other work outside of my training programme? **You should discuss any plans you have in advance with your educational supervisor. You should particularly think through the impact of working additional hours, whether you have the appropriate up-to-date competencies to undertake the role and ensuring that you have an adequate level of induction into any role you undertake outside training.**
5. Do I have to declare private work as well as NHS? **Yes – you need to declare all work that requires a licence to practise.**
6. I am resigning from / leaving training and moving to a non-training role. Do I need to share my scope of work as a trainee at my next appraisal? **Yes – you need to**

**provide a record of where you have been working as part of your full scope of work whether that be at annual appraisal or ARCP.**

7. I have recently gone back into training from a trust grade role. Do I need to declare the work I undertook since my last appraisal as a Trust Grade as well as the work I have undertaken in training on my form R? **Yes - you need to provide a record of where you have been working as part of your full scope of work whether that be at annual appraisal or ARCP.**
8. I have been involved in a never event / serious incident through a role I have undertaken outside of training. Who should I inform and when? **You should inform your Educational Supervisor and Head of School at the time and they will decide whether the matter needs to be escalated to your Responsible Officer. You should also declare any involvement in such significant events on your next ARCP form R as part of your full scope of work declaration.**
9. I have been named in a complaint through a role I have undertaken outside of training. Who should I inform and when? **You should inform your Educational Supervisor and Head of School at the time and they will decide whether the matter needs to be escalated to your Responsible Officer. You should also declare all complaints that you have been involved in on your next ARCP form R as part of your full scope of work declaration.**
10. I am training part time in Occupational Medicine and work as a GP to make up the rest of my working week. How should I capture this at ARCP? **If you are working in a substantive role alongside your training programme you need to ensure you engage with the annual appraisal system for the organisation, declare the work on your form R and include a copy of the output from your appraisal with your form R.**
11. I undertake regular sessions in a clinic that provides private medical services. How do I ensure that this work is revalidation compliant? **Any organisation that provides medical services must comply with revalidation regulations including ensuring that there is an appraisal process that is overseen by a Responsible Officer. If you are working for such an organisation alongside your training programme you need to ensure you engage with the annual appraisal system for the organisation, declare the work on your form R and include a copy of the output from your appraisal with your form R.**
12. Who will arrange and fund the appraisal required to cover my private work so that I can demonstrate I am practising safely within the GMC's revalidation governance framework? **This will be for you to discuss and agree with the organisation that is employing you / contracting with you to undertake the private work and will be under the jurisdiction of that organisation's Responsible Officer.**
13. I am not sure whether I should include a job / role I undertake as a volunteer where I provide first aid eg for a sports club. **If in doubt you should include, but please do seek advice from your Educational Supervisor, Training Programme Director or Head of School who will be happy to help.**