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Date 24 December, 2019

To: All NHS and Honorary Consultants, SAS grade doctor  
From: The Medical Director, Deputy Medical Director and the Regius Professor of Physic

Dear Colleague

We would like to start by thanking you for your continuing hard work for the NHS in general and CUH in particular, saying 'Season's Greetings', and that we hope you have had time away from the fray to re-charge your batteries by the time that you read this.

Turning our attention to 2020/21 and the matter of job planning and appraisal:

#### Timetable

- **Job planning – January to March 2020**  
All NHS and Honorary Consultants, also SAS grade doctors, should have completed draft job plans and discussed these with their Service Leads and/or CD by 31 March; all job plans should be signed off by Service Leads, CDs and DDs by 30 April.
- **Appraisal – April to June 2020 (Round 1); October to December 2020 (Round 2)**  
All Consultants and SAS grade doctors should have completed their appraisals by the end of their appraisal round or have requested an extension for a justifiable reason in a timely manner.

#### Job planning

We do not intend to make any substantial changes to the job planning process this year.

We recognise that nearly all consultants work flexibly and in a professional manner; that the efficient running of high-quality services depends upon such flexibility and professionalism; that it can be difficult to describe complex activities in simple terms; that most consultants work for CUHFT for longer hours than they are paid for; that the outcomes produced for our patients are generally very good. We are extremely grateful for this. In turn the Trust continues to be as supportive and flexible as possible to allow for professional development opportunities to be taken.

We know that in many cases the description of work through job planning will demonstrate that consultants are working over-and-above the hours for which they are paid, but we must be realistic in saying that in the prevailing financial climate no-one can expect to receive an increase in PAs without strong justification.

**Structure of job plans** - we need to ensure that what is in consultant job plans properly reflects the needs of our services, which sometimes change with time and may mean that Service Leads or Clinical Directors will discuss possible changes in job plan with you, but there is no agenda to systematically cut PAs (or SPAs) for any particular activities. DCCs should (as previously) be calculated on the basis of a tariff system, further explanation of which can be found in the job planning guidance notes. All consultants on a full time NHS contract (10 or more PAs) and registered as having completed their clinical / educational supervisor training will be entitled to claim for 1.5 SPAs (consultants on a part time NHS contract or a full-time academic contract, and doctors on SAS contracts, should refer to the new user online job planning guidance notes). Some roles specifically identified by the Postgraduate Medical Centre and by the Clinical School will continue to receive additional SPAs specifically badged as 'Clinical School Undergraduate Teaching PAs' or 'Postgraduate Training PA's' to allow their obvious identification (and transfer of payment when roles are handed over). Educational roles and responsibilities remunerated by HEEoE (Deanery) will normally be paid as responsibility allowances rather than PAs to allow their clear identification.

**Action** - please draft your job plan on the online job planner and arrange to discuss it with your Service Lead or Clinical Director. For those with previous job plans it will be possible to create a new job plan simply by copying your existing plan and then editing as required. Please do read the relevant guidance notes, which may save you a lot of time (<http://connect2/JobPlanning>). For recognition of time spent on undergraduate teaching guidance notes and application forms are available at <https://www.medschl.cam.ac.uk/human-resources/teaching-contributions/>. Closing date for applications to the Clinical School is in mid-February.

## Appraisal / Revalidation

We do not intend to make any substantial changes to the appraisal process this year, but please note the following:

**Timeliness of appraisals** – the timeliness with which we have our appraisals is being monitored more and more closely by the GMC, who are becoming more active in following up instances where doctors do not have their appraisals on time. We give you three months' notice to arrange and have your appraisal, and you should have it within this time window unless there are exceptional reasons. In such circumstances please contact [cuhdoctorsappraisals@addenbrookes.nhs.uk](mailto:cuhdoctorsappraisals@addenbrookes.nhs.uk) to discuss and agree a plan. We would prefer not to have to report you as being a doctor with an 'unapproved missed appraisal', and we hope that this will not be necessary.

**Declaration of conflicts of interest and hospitality** – there is increased focus on this and a nationally-mandated requirement for the Trust to ensure that all staff (but particularly those in decision-making roles, which includes consultants) declare interests, gifts and hospitality. All doctors should read the Trust's Conflicts of Interest policy (available from the MDs webpage). Conflicts of interest should be declared at <https://cuh.mydeclarations.co.uk/home>, including a 'nil declaration' if appropriate. For any queries about the site or declarations please contact [declarations@addenbrookes.nhs.uk](mailto:declarations@addenbrookes.nhs.uk).

**Action** - please help us to help you by completing your appraisal on time. All information, documents and forms for appraisal and job planning can be found on the MDs webpage. This now includes a video particularly designed for those who are new to being appraised: go to <http://connect2/CUHFTAppraisals> (you may need to use the Chrome browser rather than the Trust's default internet Explorer).

**Action** - Do you need a new appraiser this year or would you prefer a new appraiser this year? - GMC guidance is that doctors should not have more than three consecutive appraisals by the same appraiser. If this applies to you, or you would prefer a different appraiser, then please email [cuhdoctorsappraisals@addenbrookes.nhs.uk](mailto:cuhdoctorsappraisals@addenbrookes.nhs.uk) with the name(s) of any consultant(s) who you would not want to be appraised by. There is no need to give explanation for any exclusion(s) that you request and no need to list anyone who is your line manager or a close colleague (who cannot be your appraiser), but please contact John Firth directly if you want to exclude more than five appraisers.

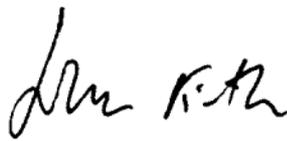
**Note** - if we do not hear from you by 01 February 2020, we will assume that you would be content to be appraised by the same appraiser as last year, or by any other allocated appraiser.

Finally, we wish you well in 2020.

Yours sincerely,



Dr Ashley Shaw  
Medical Director



Dr John Firth  
Deputy Medical Director  
& Responsible Officer



Prof Patrick Maxwell  
Regius Professor of Physic

cc Roland Sinker, Chief Executive  
Alison Risker, Associate Director of Workforce  
Caroline Newman, Clinical School Personnel