Revalidation Ready Training for Doctors
Successfully Negotiating Your First Revalidation

Dr Douglas Fraser, Associate Medical Director for Medical Appraisal and CPD, Leeds and York Partnership NHS Foundation Trust

Tuesday 16 December 2014

9.00am Registration; 9.30am Welcome and Introduction; 12.45pm Close and buffet lunch
Village Hotel Leeds North, 186 Otley Road, Headingley, Leeds LS16 5PR

Medical Revalidation is the process of ensuring that all doctors remain up to date and fit to practice and commenced in 2013. The most important component of revalidation is the satisfactory completion of an annual revalidation ready appraisal. The NHS Revalidation Support Team (RST) has produced a Medical Appraisal Guide (MAG) and electronic medical appraisal forms which have been developed to support revalidation ready appraisal.

This half-day seminar is designed to improve your knowledge and understanding of the medical revalidation process and help you become familiar with the medical appraisal guide and the RST’s electronic appraisal forms. This will help you get the most out of your appraisal process and understand the portfolio of evidence required to support revalidation.

After you have attended this seminar, you will:
✧ understand the principles of revalidation ready medical appraisal
✧ understand the process of preparing for and engaging in the medical appraisal meeting
✧ understand the outputs from your appraisal
✧ have confidence in the process that will lead to your first medical revalidation

Comments from previous participants:
“Found it very helpful for revalidation process”
“Excellent and engaging session”

About our speaker: Douglas Fraser has worked as a psychiatrist for the past 23 years and was previously Responsible Officer and Acting Medical Director for Leeds and York Partnership NHS Foundation Trust. He has taken a lead role in developing the Trust’s current Medical Appraisal Procedure which guides doctors through the process of engaging in a successful annual medical appraisal which will help all doctors to approach revalidation with knowledge and confidence.

Study methods: Lectures, questions from the audience, small group work, case-directed discussions and constructive feedback sessions.

Who should attend? This course is highly recommended for all consultants and specialty doctors in psychiatry.

Course fees: £95. All learning materials, lunch and refreshments are included.

Accreditation: This seminar is eligible for 3 CPD hours subject to your peer group approval and in line with the Royal College of Psychiatrists’ guidelines.

Reservations: Please complete the reservation form overleaf and either post to: Events Administrator, Andrew Sims Centre, The Mount, 44 Hyde Terrace, Leeds LS2 9LN or fax to: 0113 855 5632. If you are paying by debit or credit card, why not BOOK ONLINE?

For more information visit our website:
www.andrewsimscentre.nhs.uk
or email andrewsimscentre.lypft@nhs.net
or call 0113 855 5638
# RESERVATION FORM

**Revalidation Ready Training for Doctors**  
**Tuesday 16 December 2014**

## YOUR DETAILS

- **PLEASE PRINT YOUR DETAILS IN BLOCK CAPITALS**
  - Dr  [ ]  Mr  [ ]  Mrs  [ ]  Miss  [ ]  Other  [ ]

### First name: 

### Surname:

### Job title:

### Speciality:

### Trust / Organisation:

### Email address:

### Post address: (work preferred)

### Postcode:

### Telephone no:

### Any special reqs:

### Signature:  

### Date: 

## COURSE FEES

- £95

## PAYMENT DETAILS

### By Credit Card:
If you are paying by credit or debit card, please BOOK ONLINE using our secure payment gateway, to receive a £10 discount.

### By Cheque:
Please make cheques payable to Leeds and York Partnership NHS Foundation Trust.

### By Invoice:
Requests to pay by invoice must be accompanied by a copy of your Trust's or organisation's official purchase order. Please email your purchase order to andrewsimscentre.lypft@nhs.net with your booking form.

### By BACS:
For payments in £ only. 
Account number: 12313286  
Sort code: 08-33-00

### Trusts/organisations:
Please email andrewsimscentre.lypft@nhs.net with your BACS/RFT remittance advice and the event name, date, and delegate name(s).

### Individuals:
Please use payment reference ASC161214-“your name” and email andrewsimscentre.lypft@nhs.net with your booking form and date of payment.

### By Budget Transfer: FOR LEEDS AND YORK PFT STAFF ONLY
Please arrange a budget transfer of: £ from:

- **Budget holders name:**
- **Budget holders job title:**
- **Budget holders email address:**
- **6 digit budget code:**
- **Budget holders signature:**

Note to LYPFT budget holders: all budget transfers will occur in December 2014.

## HOW TO BOOK

Please send your fully completed reservation form to: Events Administrator, Andrew Sims Centre, The Mount, 44 Hyde Terrace, Leeds LS2 9LN or fax: 0113 855 5632. If you are paying by credit or debit card, why not BOOK ONLINE?

## PAYMENT METHODS

We prefer to receive payment by credit card. If you would like us to invoice your organisation, a copy of your Trust’s or organisation's official purchase order must be enclosed with this booking. Payment must be received before the course date. If payment is not received by the day of the course, you will be asked to guarantee your place with a personal credit card on the day. Leeds and York Partnership NHS Foundation Trust staff must provide a budget code and budget holders authorisation.

## ACCREDITATION

This course is eligible for 3 CPD hours subject to your peer group approval and in line with the Royal College of Psychiatrists’ guidelines.

## THE VENUE

The Village Hotel Leeds North is situated approx. 3 miles north of Leeds city centre on the A650 close to the A6120 ring road and is accessible from the city centre or Leeds train station by bus or taxi. Free car parking is available on site.

## OVERNIGHT ACCOMMODATION

A delegate accommodation booking service is available from Calder Conferences by calling 0844 375 3288 or emailing enquiries@calders.org.uk quoting reference ASC1.

## CONFIRMATION OF RESERVATIONS

All reservations will be confirmed immediately in writing. Further details including programme times and venue information, will be forwarded approximately 2 weeks prior to the event date. Please ensure you have provided an email address as all booking confirmations will take place by email.

## RESERVATION & CANCELLATION POLICY

Cancellations must be received in writing at least two weeks prior to the course date to be entitled to a refund, which will be subject to a 20% administration fee (minimum £10). We regret that cancellations received after this date cannot be refunded, and refunds cannot be made for failure to attend the event. However, a substitute delegate will be welcomed in your place at any time.

## FURTHER INFORMATION

For further information visit www.andrewsimscentre.nhs.uk or call 0113 855 5638. If you are visiting our website, why not book online?

The Andrew Sims Centre (“ASC”) is part of Leeds and York Partnership NHS Foundation Trust (“LYPFT”). Your personal information will be stored and processed by the ASC, Pure360 and Cloudspotting Ltd according to the Data Protection Act 1998. Your personal information will be used by the ASC to process your application to attend our events and to keep you informed of ASC and LYPFT events and activities. If you no longer wish to receive information about our activities, please tick this box.

Your personal information may be made available to selected partner organisations, or to companies sponsoring or exhibiting at our events. If you do not want your details to be made available to our third-party partners, please tick this box.

LYPFT reserves the right to change the programme without prior notice. Where for any reason beyond its reasonable control the LYPFT cancels an event, the liability of the LYPFT shall be limited to a refund of the fee payable to the LYPFT for that particular event.

## FOR ASC OFFICE USE ONLY:

- **Booked in:**  [ ]  **Date:**  [ ]
- **Payment ref:**  [ ]