

Sent via email

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Web Site: www.hscboard.hscni.net**Dear Doctor****Appraisal - Form CP2a and Independent Clinical Post (ICP) Form**

I am writing to all GPS included in the NI Primary Medical Performers List to highlight the requirement to complete Form CP2a and/or the Independent Clinical Post (ICP) Form as part of the annual appraisal process. Provision of these forms ensures that each appraisal is appropriate to support revalidation as the GMC requires that the whole scope of your practice is reviewed at appraisal. The GMC website provides detailed information on requirements for whole practice appraisal.

The forms and guidance on their completion are available at:


<http://www.nimmdta.gov.uk/general-practice/gp-appraisal/gp-organising-appraisal/>

In order to complete the appraisal process, and ensure that as your Responsible Officer I can make a recommendation on fitness to practice to GMC based on information from all available governance systems as required by them, I would ask that you ensure that CP2a and/or ICP forms are completed each appraisal year for each post and/or area of work that you undertake outside of in hours general medical services provided under a GMS contract between a practice and the HSCB. A CP2A form is required for Out of Hours work.

The form will cover the post for the period since your last appraisal or the date you were admitted to the Northern Ireland performers list.

It has come to my attention that some GPs are presenting appraisal documentation without the relevant CP2a and ICP forms. Your appraiser cannot complete the appraisal if the relevant forms are not available to them at the time. It is important that these forms are requested from the employing organisation in a timely manner before your appraisal a process for this is outlined in the attached guidance. The key organisations which provide the signed forms have been advised of this requirement and asked to facilitate this process. Your cooperation with this matter will be greatly appreciated, both by me, and by the appraisers at NIMDTA.

Yours Sincerely



Dr Margaret O'Brien
HSCB Responsible Officer