

**A “factors for consideration” template for doctors wishing to reassure themselves that they are competent across the whole scope of their work**

*Reducing or changing your practice? These prompts may help your self-assessment and action planning*

This template allows doctors to work through structured questions to demonstrate with confidence to themselves, their appraiser, and responsible officer that they are safe, up-to-date and competent at what they do, particularly if they:

* Do a low volume of a particular scope of practice, especially clinical practice;
* Have an unusual or limited range of practice;
* Are planning to return to a particular scope of practice after a longer break.

The tool highlights areas of risk and areas of mitigation for those risks. It can be used at any time for the reassurance it can provide, and it is particularly useful as a Quality Improvement Activity (QIA) to demonstrate your understanding of the governance around what you do.

It will also allow you to identify whether there is any further action that you need to take to demonstrate or maintain your competence, or to put in place appropriate governance around what you do. If there are, you can develop these as actions to take forward, or PDP goals.



This generic template should be edited to reflect the specific needs of different role types.

Generic factors affecting the perception of potential risk to patients from a relatively low volume of clinical work, a limited extent of practice, or returning to a role after a longer break from it, should be followed by your reflection on how this applies to you and your scope of work. If using the template as prompts for consideration is useful for you in more than one different part of your practice, you may find it helpful to record your reflections separately, using a new template for each role.

Remember, knowledge erodes less quickly than skills, so it is important to consider both.

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| **Scope of practice**  *Describe the nature of your scope of practice, and why you have chosen to reflect on these factors for consideration. Are you doing a low volume of work of this type? Are you deliberately limiting your scope of practice? Are you returning to this type of work after a prolonged break?* |
| Include your reflections here… |
| **Volume worked in the last twelve months**  *How much work of this type have you done over the last twelve months of practice? Explain any breaks for any significant length of time, like maternity or sick leave. If you have undertaken any skills-based clinical procedures, please indicate how many you have done and how this compares with national recommendations.* |
| Include your reflections here… |
| **Spread of work throughout the year**  *Is your work evenly spread throughout the year or do you regularly have significant breaks (e.g. for more than six weeks)? Please describe your annual arrangements. When was the last time you did any work of this type?* |
| Include your reflections here… |
| **Experience**  *What prior experience do you bring to this role? How long have you worked as a qualified GP in this type of work?*  *And/or*  *If appropriate, explain how many skills-based clinical procedures of this type you have done in the past and how you have kept your skills up-to-date.* |
| Include your reflections here… |
| **Duration of working in this way and future plans**  *How long have you been working in your current way, and what are your plans?*   * *If you do a low volume of work in this role, will you increase, maintain or decrease the volume of work over the coming year?* * *If you have a limited scope of practice, will you be changing this over the coming year?* * *If you are coming back to work after a prolonged absence, what induction and support will you have/have you already had?* |
| Include your reflections here… |
| **Overlap with other roles**  *Please describe the overlap between this part of your scope of practice and other roles you may currently have/have recently had. How well does the experience from your other roles help you to maintain your knowledge and skills for this one?* |
| Include your reflections here… |
| **Benchmarking, integration and support**  *Are you able to compare your scope of practice in this role with that of your peers? For example:*   * *Do you receive organisationally generated data on your activity which compares you to your peers?* * *Do you meet regularly with your peers to discuss your work?* * *Do you have easy access to support and advice from your peers (either through work or externally)?* |
| Include your reflections here… |
| **Personal approach to risk and governance around your role**  *How do you limit the impact of your professional working arrangements in doing a scope of work of this type on any risk to your patients?*  *For example:*   * *If you work with a limited scope of practice, what arrangements do you have in place to stay within the boundaries of your competence?* * *If you move around, what actions do you take to ensure you have access to adequate induction and systems information?* * *How do you ensure you are informed properly of complaints, Significant Events, and any other patient safety incidents?* * *Equally, how do you report these to the organisations you work in?* |
| Include your reflections here… |
| **CPD**  *Please describe how your approach to CPD helps to ensure you are up-to-date for your scope of practice.*   * *Does your CPD give you an ongoing exposure to the breadth of your potential workload such as to mitigate any reduction on experience?* * *Do you access any other learning through groups or social media discussion forums?* * *Can you get timely advice from peers within your organisation?* * *Overall, are you able to confidently access up-to-date, authoritative factual information about issues relevant to your scope of practice when needed?* |
| Include your reflections here… |
| **Actions**  *Going forward, are there any further actions you feel may be necessary to ensure you retain your competencies across this part of your scope of practice and to support your development?*  *You may wish to formulate these as ideas for a Personal Development Plan or as actions to take forward with your employers in relation to the governance around your role.* |
| Include your reflections, and capture any actions, here… |