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Cymru (AaGIC)  
Health Education and  
Improvement Wales (HEIW)



# MARS Doctor User Guide – GP

<https://gp.marswales.org>

This guide is intended to walk you through the Appraisal Process using the online MARS system. Primarily for primary care **doctors** practising in Wales, this guide is a shortened version and does not include information on GP Appraisal Payments or MARS Online Security.

You can find this information available at:

<https://marshelp.heiw.wales>

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## Registration

Please visit <https://gp.marswales.org/> – and click on the register now button – as highlighted with a red arrow in this image.

MARS GP Live

Help & Support

**\$MARS**  
Medical Appraisal  
Revalidation System

MARS is an all-Wales system provided by Health Education & Improvement Wales and funded by Welsh Government to facilitate the appraisal and revalidation of doctors.

This is the GP login page. If you are not a GP please click here.

We are in the process of enhancing MARS by providing an option to use the site in the medium of Welsh. If you have any queries in relation to this, please contact [heiw.mars@wales.nhs.uk](mailto:heiw.mars@wales.nhs.uk)

Rydym yn y broses o wella MARS trwy ddarparu opsiwn i ddefnyddio'r wefan trwy gyfrwng y Gymraeg. Os oes gennych unrhyw ymholiadau mewn perthynas â hyn, cysylltwch â [heiw.mars@wales.nhs.uk](mailto:heiw.mars@wales.nhs.uk)

Email

Password

We use cookies on this website, you can read about them [here](#).

Forgotten your details? ☐ Save email

If you are a doctor working in Wales, register on MARS to facilitate your annual appraisal.

You will be asked for your personal details (seen in the image below), including your GMC number, which will be cross checked against the GMC database.

Each aspect of this form is compulsory, with the exception of your telephone number.

Registration

If you are not a GP you will need to register on our Medical MARS site, click [here](#) to take you to the correct site. Please complete the form below to register on MARS. Your details will be manually verified by the RSU against both the Medical Performers List (MPL) and your GMC Prescribed Connection. Once these details reconcile, your account will be activated within 5 working days.

First name

Last name

Email

Confirm Email

GMC Number

Telephone

Password

Re-Type Password

● Password must be at least 8 characters, contain at least 1 upper-case letter, 1 number, 1 special character i.e. (!,@,%[\*,\$,&) etc...

Locality

Last Appraisal or CCT Date

☐ No appraisal completed

☐ I agree to the MARS terms & conditions & privacy policy.

To register you need to have attained your certificate of completion of training and be registered on both the GMC and Medical Performers List (MPL) registers, *please note that this information has to match for successful registration*. Once you have submitted your registration request, MARS will automatically check your account matches the GMC register, RSU staff will then ensure you are registered on the MPL. You will be notified by email whether your registration has been successful or not.

<https://gp.marswales.org/>

## Log in

To log in to the site enter your details into the email and password field.

If you aren't registered on the system, you'll need to do this first as demonstrated in the previous section.

**MARS GP Live** Help & Support

**MARS**  
Medical Appraisal  
Revalidation System

MARS is an all-Wales system provided by Health Education & Improvement Wales and funded by Welsh Government to facilitate the appraisal and revalidation of doctors.

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Rydym yn y broses o wella MARS trwy ddarparu opsiwn i ddefnyddio'r wefan trwy gyfrwng y Gymraeg. Os oes gennych unrhyw ymholiadau mewn perthynas â hyn, cysylltwch â [heiw.mars@wales.nhs.uk](mailto:heiw.mars@wales.nhs.uk)

Email  
Email  
Password  
Password

We use cookies on this website, you can read about them [here](#).

[Forgotten your details?](#) ☐ Save email [Sign in](#)

If you are a doctor working in Wales, register on MARS to facilitate your annual appraisal. [Register Now](#)

Once you are logged in you will arrive at the front page of MARS. Here you have the opportunity to access a number of resources regarding CPD, Revalidation and Appraisal. To access your appraisal information go to the *Doctor – My Appraisals* tab on the left. Highlighted with the red arrow below:

**Doctor** Welcome to MARS

My Appraisals Welcome to the Medical Appraisal & Revalidation System (MARS), the appraisal website for all doctors in Wales. MARS is separated into two dedicated sites, one for doctors working in General Practice and one for doctors in all other specialties.

Appraisal Information

Revalidation Progress

My Details

Files Area

**Appraisal Resources**

Follow the link below to find helpful resources to aid you in your appraisal process.

[View appraisal resources](#)

**CPD & Events**

Follow the link to find useful CPD resources and links as well as events to aid in your CPD.

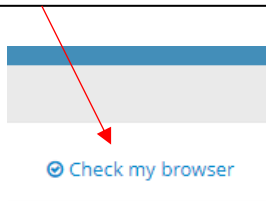
[View CPD & events](#)

**Revalidation Resources**

**MARS Help & Support**

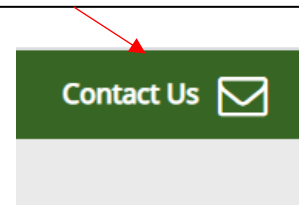
<https://gp.marswales.org/>

**Problems with MARS?** If you are experiencing issues with MARS please use the 'Check my browser' button, this can be found on the 'Dashboard' home page in the top right corner of the screen, this will check the browser of the device that you are using is up to date.



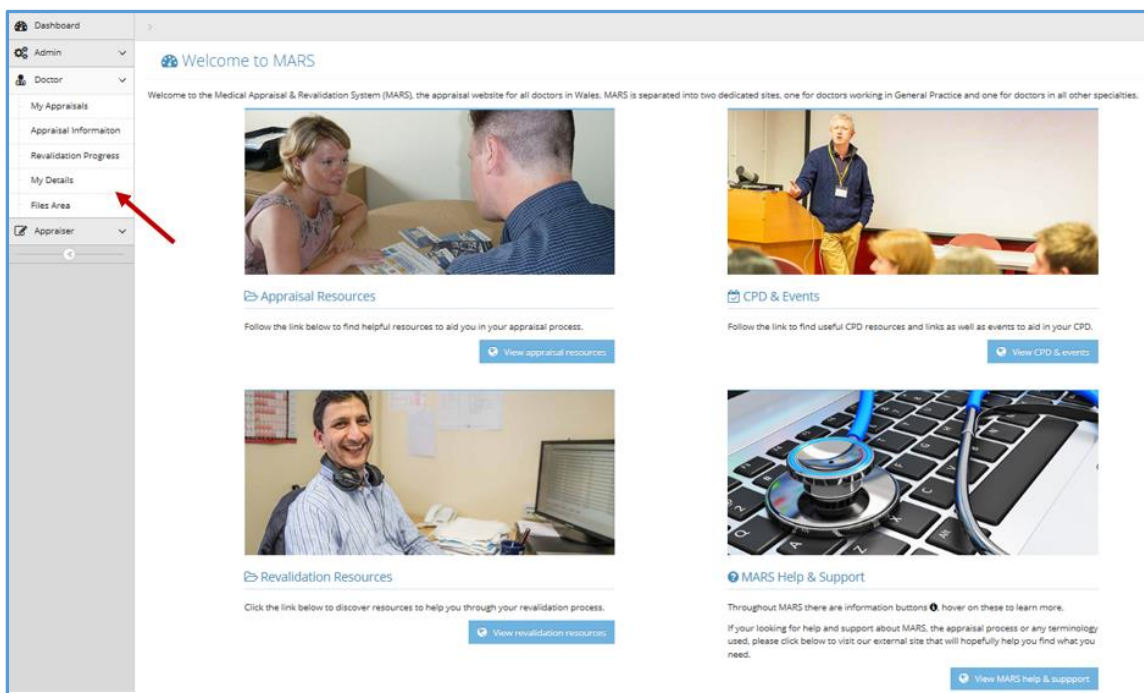
## Contact Us

Alternatively if you are experiencing issues with MARS please use the 'Contact us' button, this can be found on the top toolbar of the screen, this will open a new window for you to input your query which will be sent directly to the MARS email inbox.



## Personal and Professional Information

You should verify and update your details before you begin the appraisal booking process. You can do this by going to the 'My Details' page on the left hand menu. Once on the My Details page you can add or update the appropriate information. *Please note this process should be done annually.*



To add or change information, click on the red text (or existing text you wish to edit) and another box will appear, you can enter information into this box, ensure you have clicked on the blue tick box (indicated with an arrow in below photo) to save.

A screenshot of the 'Personal Information' form. The 'Last Name' field is highlighted with a red arrow pointing to a blue checkmark button. The form includes fields for Username/Email, Title, First Name, and Last Name, each with an 'Add Information' link. The 'Last Name' field currently contains 'Smith'.

<https://gp.marswales.org/>

You are also required to add your current employment. Select 'Add Practice' in the Practice Employment Details section.

From there you need to use the drop down boxes to choose your practice, including start date.

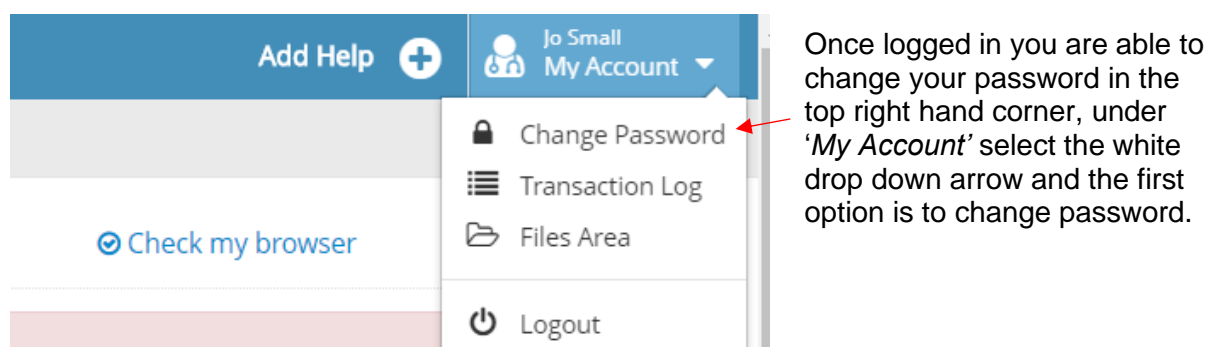
You need to select the *Primary* column to choose which record is your primary employment. An archive of previous posts and employment will remain in the 'Archive' tab.

In the second tab 'Activities' you can add further professional information. You are required to provide a brief description of work undertaken both clinically and in other areas you feel are relevant to your appraisal. Please click on the green 'Add/Edit activities' button or on 'Add notes' to enter information.

The GMC requires you to undertake appraisal on your whole practice. This means that any activity you undertake as a doctor that requires a licence to practice should be declared to your appraiser here. You can add/edit each activity and add notes to provide context and further discussion.

The information you enter will be carried over to subsequent years, if your circumstances change you can edit your activities here. You will be asked to confirm this information before each appraisal.

### **Changing your password**



You will then see another screen which prompt you to enter a new password and re-enter, then select the green 'Save' button.

**Change Password** Change your password

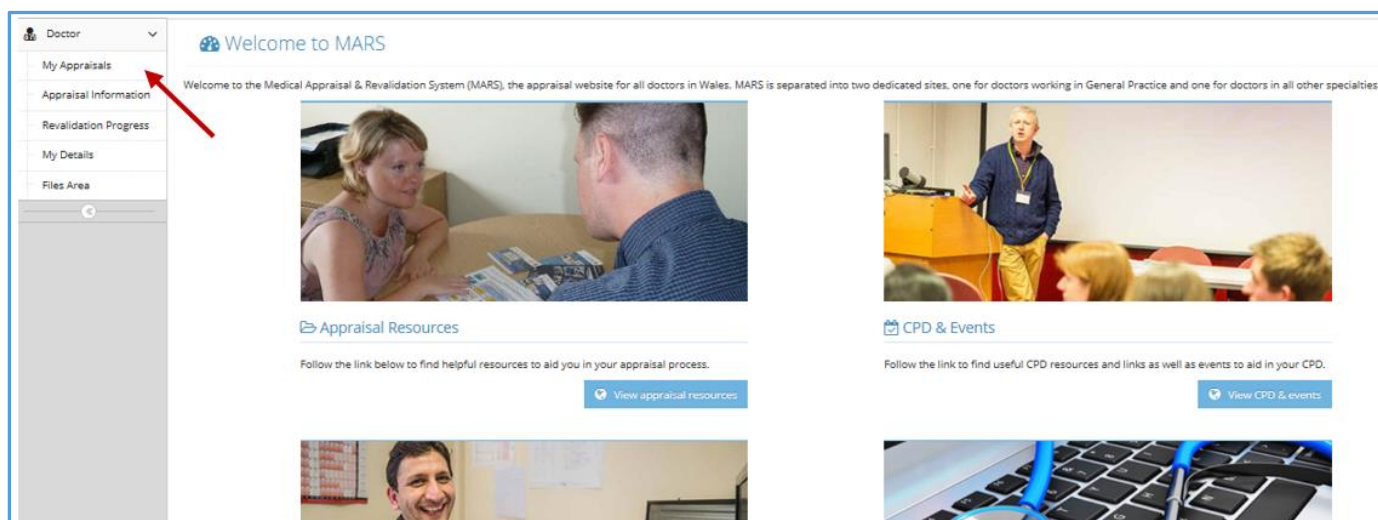
**Change Password** Use the form below to change your password, your current password is required to confirm

Current Password:	<input type="text" value="Current"/>
New Password:	<input type="text" value="New"/>
Confirm New Password:	<input type="text" value="Confirm"/>



## **Appraisal Booking Process**

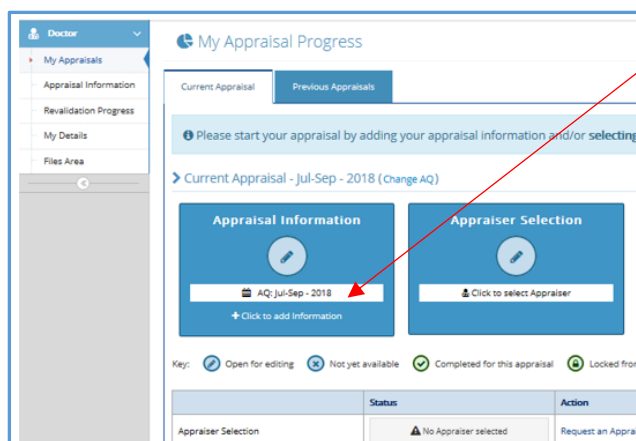
Once you have logged in and ensured your personal and professional information is up to date, you can begin the appraisal booking process. From the home page, click on the column on the left. Select the 'Doctor' menu option, this will show a drop down menu. See below:



Please click on the 'My Appraisals' menu option as shown by the red arrow.

## **Allocated Quarters**

In order for Appraisers to be able to manage their workload, appraisals need to be distributed evenly throughout the year, you will be given an Allocated Quarter (AQ) upon registering with MARS. This is a 3-month period during which you must have your appraisal, and is usually based upon your last appraisal date. The AQs are: January – March, April – June, July – September, and October – December. This can be found in the first box in the Appraisal Information.

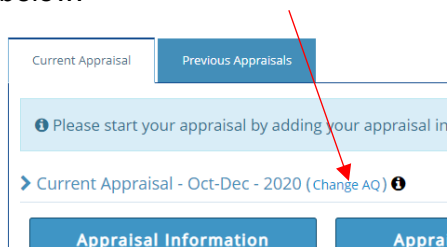


You are assigned an Allocated Quarter within which you are required to undertake your appraisal. If there are extenuating circumstances (sickness, parental leave, etc) which will prevent you doing so you may request to change your Appraisal Quarter, this process is explained below.

<https://gp.marswales.org/>

## Changing your AQ

There is a button on MARS for you to request to change your Allocated Quarter – this can be located on the Appraisal Information page in the top left, and is illustrated in the image below:



If you press the *Change AQ* button – this box will appear. Here you can request to change your AQ – please select the appropriate quarter from the options available, a reason must be entered for your request to be submitted for review. You will be notified by email if your request is successful or not.

 A screenshot of a 'Request AQ Change' dialog box. The title bar says 'Request AQ Change' with a close button. The main content area has a message: 'This request will be sent to MARS administrator to be changed. Changes will be agreed in line with the GP Appraisal AQ change protocol.' Below this, it says 'Your Current AQ: Oct-Dec 2020'. To the right, 'Requested AQ:' is followed by a dropdown menu currently showing 'Oct-Dec' and a year dropdown showing '2020'. The dropdown menu is open, showing four options: 'Jan-Mar', 'Apr-Jun', 'Jul-Sep', and 'Oct-Dec'. Below the dropdown is a large text area labeled 'Reason:'. At the bottom of the dialog is a yellow box with a warning icon and the text: 'Please Note: This request will not be instantly applied, it will be considered and manually changed by an administrator.' At the very bottom are two buttons: 'Send' (with a checkmark icon) and 'Close' (with an 'x' icon).



## My Appraisal Progress Page

If action is required (from you or your selected appraiser) the respective box will remain blue. If you have done what is required or this part of the process is complete, the box will be green.

**My Appraisal Progress**

Current Appraisal | Previous Appraisals

Please start your appraisal by adding your appraisal information and/or selecting an Appraiser below.

Current Appraisal - Jul-Sep - 2018 (Change AQ)

**Appraisal Information** (Open for editing) | **Appraiser Selection** (Open for editing) | **Declarations** (Completed) | **Appraisal Meeting** (Not yet available) | **Appraisal Summary** (Not yet available)

Key: Open for editing | Not yet available | Completed for this appraisal | Locked from further editing

Step	Status	Action
Appraiser Selection	Not yet available	Request an Appraiser
Appraisal Meeting	Not yet available	Suggested meeting dates from your appraisal will be listed in 'Appraisal Meetings' above
Declarations	Completed	You have completed your declarations in your appraisal information
Appraisal Summary	Pending	Your summary is yet to be completed by your Appraiser
Revalidation date	01/02/2020	This is your revalidation date for this cycle

Please refer to the key which lets you know which boxes are available for editing / action and which are complete or not yet available.

Once on this page, select the 'Appraiser Selection' box.

Once you have clicked here you will be taken to the Appraiser Selection page, see below. The table lists appraisers available in your locality. You can choose up to 3 possible Appraisers, ordered in preference. Your second choice will only be notified if your first choice declines and so on. The columns within the table provide further information regarding each Appraiser and their availability.

**Request an Appraiser**

**Important Information**

The table below lists appraisers available in your locality. You can choose up to 3 appraisers, in order of preference. You may elect to choose an appraiser outside of your locality if you are willing to travel to them. Click the appraisers name to view any notes/requirements they may have. Please ensure you check appraisers' restricted availability (▲) before choosing them. Once you have made your selections, please choose a preferred month for your appraisal meeting click continue. Your first choice appraiser will be notified automatically by e-mail and you will receive an e-mail with their response to your request. If an appraiser declines your request, your next choice of appraiser will be contacted automatically.

Appraiser Availability for : Jo Small AQ:Oct-Dec (2017)

Firstname	Lastname	Biopic	Availability	My AQ	Next AQ	Select
Beccy	Newton		▲	×	×	OOQ
Christopher	Price			×	×	OOQ
Deanery	Admin		▲	×	×	OOQ
Ellie	Owen			×	×	OOQ
Gareth	Lloyd-Richards			×	×	OOQ
Julie	Nallon			×	×	OOQ
June	Picton		▲	×	×	OOQ

**Your Selection**

Preferred appraisal meeting month: Choose a Month

**Table Key**

- Click to see the appraisers Biopic.
- Click to see the appraisers availability on a calendar.
- The appraiser is available within this quarter.
- The appraiser is unavailable within this quarter.
- Shows an appraiser with restricted availability. Hover for information.
- Shows an appraiser has been used for the maximum of [X] appraisals within this revalidation cycle.

	Demo06	MARS					Select 1%
	Demo07	MARS					Select 1%
	Demo08	MARS					Select 1%
	Demo09	MARS					Select 1%

The appraiser is available within this quarter.

The appraiser is unavailable within this quarter.

Shows an appraiser with restricted availability. Hover for more information.

Shows an appraiser has been used for the maximum [X] appraisals within this revalidation cycle.

'My AQ' and 'Next AQ' columns indicate whether an Appraiser is available within your allocated quarter or the next by showing a green tick symbol. If you are no longer within your Allocated Quarter you won't be able to book an Appraiser.

You can only select the same Appraiser twice in a 5 year period.

Sian	Parker		
Steffan	Biggs		

When clicked, the calendar symbol shows an Appraiser's calendar. If the Appraiser has identified specific days and times for appraisals then they will be indicated here in green. The Appraiser may not have specific slots for appraisal and therefore this will not show.

This biopic (speech bubble symbol) is a short biography focusing on the Appraiser including; their interests, location, area of speciality and availability.

Peter	Rowlands	
Sarah	Mutter	

When you make a selection for your preferred Appraiser, you must also pick a month in which you would like to be appraised (to the right of the screen). The site will not allow you to proceed unless you have selected a preferred month.

### > Your Selection

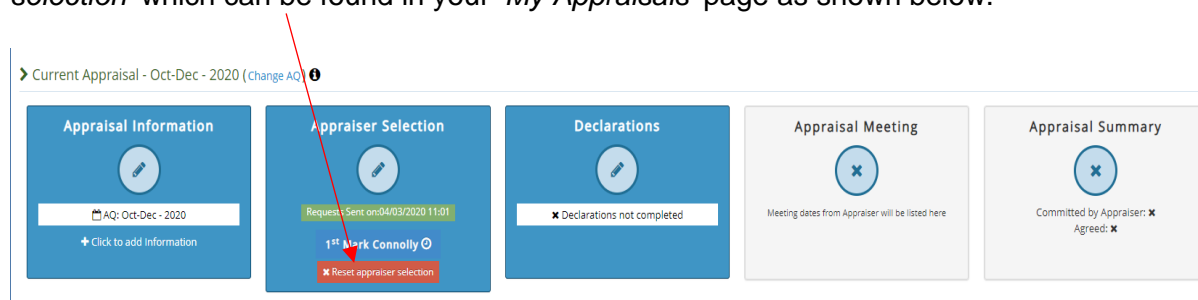
Preferred appraisal meeting month:

This is sent to the appraiser but not guaranteed.

Choose a Month

### > Table Key

If you need to cancel your Appraiser selection, you can do so by clicking on 'Reset appraiser selection' which can be found in your 'My Appraisals' page as shown below.

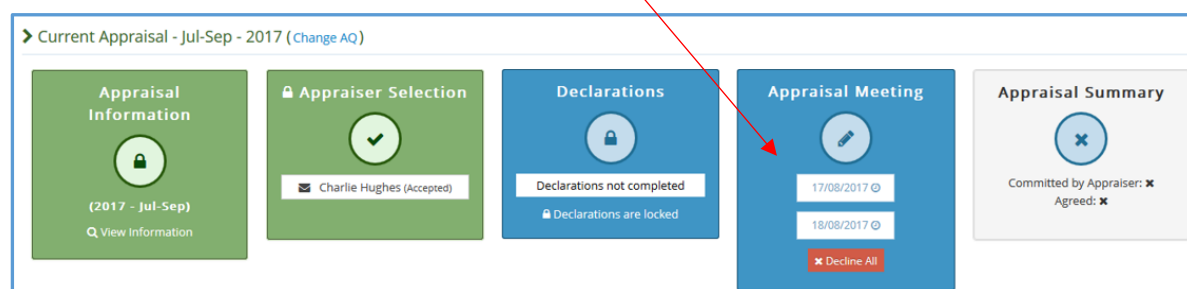


If they have already accepted the request it won't allow you to reset it from here. You would need to contact the Appraiser to cancel the request, the Appraiser's contact details are available on MARS.

If you cannot find an Appraiser please contact the Revalidation Support Unit Appraisal Officer: [HEIW.AppraisalOfficer@wales.nhs.uk](mailto:HEIW.AppraisalOfficer@wales.nhs.uk)

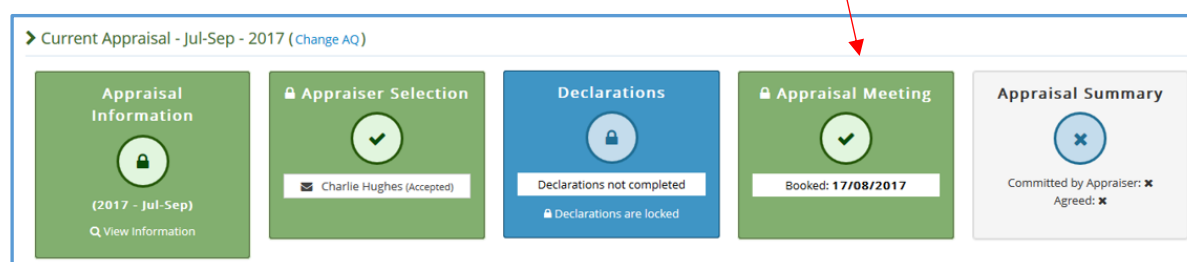
### **Appraisal Booking Process – Arranging a Meeting**

Once your appraisal request has been accepted your Appraiser will suggest meeting dates to you. These will appear in the 'Appraisal Meeting' box – and will contain information regarding date and time of the meeting. The box will go blue to let you know you need to accept or reject their suggestions. Click on the individual meeting date to do this. (If you have arranged a 'virtual appraisal' then the Appraiser will be able to record this fact when they complete your appraisal summary at the end of this process).



As there are a number of doctors being appraised at the same time across Wales, you are encouraged to please confirm the meeting ASAP in order to secure the most convenient date.

Once a meeting date has been confirmed the box will go green.



Occasionally if a date has been agreed between you and the appraiser, they may choose to enter that date directly into their appraisal calendar. You won't be offered a date to accept in these circumstances, but it will automatically appear in the Appraisal meeting section – (it will then turn green). In this situation normal lockout rules apply. (Your appraisal will be locked out 14 days before your appraisal).

## Entering Appraisal Information

You can begin entering information as soon as your previous appraisal summary is completed.

To do this please click on the *Appraisal Information* button, you can find this in two locations, as highlighted with red arrows below:

**My Appraisal Progress**

Current Appraisal | Previous Appraisals

Please start your appraisal by adding your appraisal information and/or selecting an Appraiser below.

> Current Appraisal - Apr-Jun - 2018 (change AQ) ⓘ

Section	Status	Action
Appraiser Selection	⚠ No Appraiser selected	Request an Appraiser
Appraisal Meeting	⚠ Not booked	Suggested meeting dates from your appraisal will be listed in 'Appraisal Meetings' above
Declarations	⚠ Not complete	Complete your declarations in 'Appraisal Information'
Appraisal Summary	⌚ Pending	Your summary is yet to be completed by your Appraiser
Revalidation date	📅 18/05/2017	This is your revalidation date for this cycle

You can continue adding information to your appraisal 14 days before your meeting.

Appraisers cannot see information you've uploaded until 30 days before your appraisal.

When entering information please remember to anonymise personal, colleague or patient identifying markers.

Once on the Appraisal Information page, please click on the green + *Add Information* button to begin adding content to your appraisal.

**Appraisal Information** ⓘ

Appraiser: Not set ⓘ | Meeting Date: ⓘ | Status: 🟢 Unlocked ⓘ

Appraisal Information | Constraints | Insights and Reflections | Current PDP | Declarations | [Download Information](#)

[+ Add Information](#) ⓘ

Category ⓘ	Title ⓘ	Domains ⓘ	Supporting Documents ⓘ	Actions ⓘ
------------	---------	-----------	------------------------	-----------

From the first Appraisal Information column you have the opportunity to add differing information templates: CPD, Feedback, Quality Improvement Activities, Significant Events, Whole Practice Appraisal (WPA) and Complaints and Compliments.

The 'Add Information' dialog box has a title bar with a close button. Below it, there are two dropdown menus. The first is labeled 'Category:' and is open, showing a list of options: CPD, Feedback, Quality Improvement Activity, Significant Event, Whole Practice Appraisal, and Complaints and Compliments. The second is labeled 'Type:' and is also open. A red arrow points from the text above to the 'Category' dropdown.

Once you have selected a Category please choose one of the options from 'Type'.

If you add an entry onto the wrong template your appraiser can change this when they write your appraisal summary.

Once you have selected a 'Category' and 'Type' you will also have the opportunity to select one or more 'Domains' relevant to information you have entered. You can find more information on domains on the [GMC site](https://gp.marswales.org/).

The 'Add Information' dialog box shows 'Category' set to 'CPD' and 'Type' set to 'Personal Information'. Below these, there is a yellow box with an information icon and text: 'Please enter details of your evidence in the following boxes. You may also upload any number of files as supporting evidence in the panel at the bottom of the form. If you have hard-copy evidence please record it in the printed evidence panel. You will also need to decide which attributes are relevant to the evidence submitted.' Below this, there are checkboxes for Domains: Domain 1 - Knowledge, Skills and Performance, Domain 2 - Safety and Quality, Domain 3 - Communication, Partnership and Teamwork, Domain 4 - Maintaining Trust, and Teaching, Research, Leadership and Innovation. There are also text input fields for Title, Activity, and Reason. A red arrow points from the text above to the Domains section.

For all areas except feedback, you are required to specify which Domain the information you are entering falls under. If you need assistance the GMC link above should help you identify which Domains apply to the information you are entering. Your Appraiser will also discuss this with you during your appraisal.

For each template and category there is a descriptor in the shaded box which gives an explanation of the differing areas of information and domains so you can decide which one applies to you most.

Once you have entered necessary information you can edit or delete the information using the action column on the right. As highlighted:

Appraisal Information

Appraiser: Not set Meeting Date: Status: Unlocked

Appraisal Information Constraints Insights and Reflections Current PDP Declarations

+ Add Information

Category	Title	Domains	Supporting Documents	Actions
Team Evidence	Team Evidence Test	Domain 3 - Communication, Partnership and Teamwork		

You are encouraged to enter a title for each piece of information you enter, this adds navigation around the information for both you and your Appraiser.

You can also download your appraisal information using the blue button to the top right of the table (also highlighted).

Download Information

When entering information, there is also a drop down menu where you can select appraisal attributes that you think are relevant to each piece of information you have input. Please tick the boxes you think apply to the information you have entered. These are not mandatory.

Appraisal Attributes

Information Attributes:

- ☐ Act with honesty and integrity
- ☐ Apply knowledge and experience to practice
- ☐ Communicate effectively
- ☐ Establish and maintain partnerships with patients
- ☐ Keep clear accurate and legible records
- ☐ Maintain your professional performance
- ☐ Protect patients and colleagues from any risk posed by your health
- ☐ Put into effect systems to protect patients and improve care
- ☐ Respond to risks to safety
- ☐ Show respect for patients
- ☐ Treat patients and colleagues fairly and without discrimination
- ☐ Work constructively with colleagues and delegate effectively

You will also have the opportunity to upload supporting information that your Appraiser can view before your appraisal. To do this;

1. Click *Add File* (this is at the bottom of the Add Information template)
2. Click *Upload File*
3. Browse and select the file from your device
4. Click the green *+Add* button
5. Enter a document title and any Optional Information
6. Click the green *Save Information* button

All appraisal information must be recorded on MARS and all entries should include requisite detail and reflection. Where a doctor has used another online tool to record their learning e.g. Fourteen Fish, it may allow them to download the information e.g. via PDF. If this is done and the doctor attaches it to a template on MARS, the doctor must ensure the template

includes a requisite amount of information (including reference to outcomes and reflection). To avoid duplication, we would advise the doctor to add their learning directly onto MARS.

From the Constraints page you will be able to add, personal, practice and service constraints.

Use this section to highlight any constraints you have experienced during the appraisal period in your development. These may be personal, related to your Locality, or related to the service as a whole. Firstly add a category by clicking the green button, a pop up will allow you to choose from a tree. You will then be able to add free text explaining the context by using the "add notes" button on the right-hand side. These may form part of the discussion with your appraiser and all categories selected from the tree are collated anonymously and fed back to the Health Board on a Wales wide basis. Personal details are never revealed.

> Personal constraints ⓘ

+ Add/Edit Constraints Personal constraints notes: ⓘ Add Notes

Change in job/new practice

> Practice constraints ⓘ

+ Add/Edit Constraints Practice constraints notes: ⓘ Add Notes

> Service constraints ⓘ

+ Add/Edit Constraints Service constraints notes: ⓘ Add Notes

Each section has a different list of constraints, specific to each sub section. You can search in this drop down menu or you can scroll through to find the appropriate area.

Add Constraints

Click the arrow on the left or double click the title of the tree branch to open it. Alternatively, use the search to quickly find the activity you want to add.

Search Tree: geographical

Constraints

- [-] Covid 19 infection
- [-] Discrimination
- [-] Educational issues
- [-] Employment Status
- [-] Job Issues
- [-] Life Changes
- [-] Logistical problems
  - [-] **Geographical isolation**
  - [-] Personal isolation
  - [-] Travel time/ distance to work
- [-] No personal constraints identified
- [-] Prolonged Self Isolation
- [-] Time

+ Add Cancel

If you have added an entry you can also 'Add Notes' by clicking on the blue box on the right. These notes give you the opportunity to provide more information and context regarding a chosen constraint.

If you don't think any constraints apply to you, you can leave this section blank.

Download Information

r related to the service as a whole. Firstly add a button on the right-hand side. These may form part of the discussion with your appraiser and all details are never revealed.

ⓘ Add Notes



On the 'Insights and Reflections' page click on the green + *Add* buttons on the right to enter information. *Please ensure that information entered on this page does not identify any individuals as this section cannot be altered by your Appraiser.*

**Progress Reflections over your appraisal period**

You may wish to identify any particular achievements, describe those initiatives that were successful and those you consider disappointing, and reflect on the reasons for these outcomes. This review will help your appraiser to structure your appraisal discussion, and will contribute to the appraisal summary.

**Identify development needs for your next appraisal**

You should consider both formal and informal development that you have been involved in during the appraisal period. Include examples of courses and seminars that you have attended and individual or on-the-job development opportunities of which you have taken advantage. You should reflect on how these activities have contributed to your own development as a doctor. Your progress in relation to your Living Personal Development Plan (PDP) should be recorded. Record your progress against each item in last year's agreed PDP in the appropriate domain section of your appraisal. Use this section to reflect on your living PDP as a whole and give an overview of your development.

**Aspirational PDP**

Use the form below to add any new PDP you have completed during this appraisal period or to go forward for your next appraisal.

Area	What/Description	Why	How	who	Outcome	Remove/Edit
------	------------------	-----	-----	-----	---------	-------------

The *Progress Reflections* section allows you to reflect on progress made since your last appraisal.

**Progress Reflections**

Your progress reflections:

Save Cancel

The *Development Needs* section allows you to identify opportunities for further development in the context of your next appraisal.

More information regarding these fields are described to you on the webpage.

**Development Needs**

Your development needs:

Save Cancel

In the *Aspirational PDP* section you can enter aspirational personal development plan activities. These are areas you would like to develop in future, you can comment on the outcome and progress of these stated plans, which can be added to your 'Current PDP' by your Appraiser. Choose a Section, then select an Activity from the tree.

### Aspirational PDP

Use the form below to add any new

**Add PDP Activity**

Please make one selection from the tree below.

Search

Clinical  
Non-Clinical

Section: Domain 1 - Knowledge, Skills and Performance

Activity: Select an activity from the tree

What (Free text): comments

Why: Default Text

How: Default Text

Who: Default Text

Completion/Outcome: Default Text

For the Activity you need to expand the categories and select one

**Add PDP Activity**

Please make one selection from the tree below.

Search

Clinical  
Non-Clinical

Section: Domain 1 - Knowledge, Skills and Performance

Activity: Select an activity from the tree

What (Free text): Default Text

Why: Default Text

How: Default Text

Who: Default Text

Completion/Outcome: Default Text

You can also view your personal development plan from previous appraisals in the *Current PDP* section, here you can comment on

the outcomes and progress of agreed plans.

**Appraisal Information**

Appraiser: Not set Meeting Date:

Appraisal Information Constraints Insights and Reflections **Current PDP** Declarations

Your current list of agreed PDP from your last appraisal. Please add the status of each and where completed, the location of the evidence of completion

Area	What/Description	Why
------	------------------	-----

<https://gp.marswales.org/>

Within this PDP section, you can select whether you have met, partially met, or not met your aims for progress and development. Select the green 'Update Status' to do this.

Area	What/Description	Why	How	who	Outcome
Domain 1 - Knowledge, Skills and Performance	Protienuria -mdf	dfighjd	ehjefggd	tehj	ethj
<b>Partially Met</b>	wthwretrh tyhkryuk hyjrrtyj4 gfjneryhj4tyr erdfthjeeryjh wtdhstue	Information in: Patient Feedback			<a href="#">+ Update Status</a>

This will then open another pop-up box, you can select the appropriate response, as shown below:

Add Status for PDP Activity ID: Domain 1 - Knowledge, Skills and Performance

Please complete the below to accurately reflect the status of the 'Domain 1 - Knowledge, Skills and Performance' PDP entry.

This PDP activity has been: ☐ Fully Met ☒ Partially Met ☐ Not Met

Evidence of this activity being paritally or fully met can be found in the following domain:

☐ Domain 1 - Knowledge, Skills and Performance
☐ Domain 4 - Maintaining Trust

☐ Domain 2 - Safety and Quality
☐ Insights and Reflections

☐ Domain 3 - Communication, Partnership and Teamwork
☐ Probity and Complaints

☒ Patient Feedback
☐ Colleague Feedback

☐ Teaching, Research, Leadership and Innovation

Please enter any additional comments about this PDP entry:

wthwretrh  
tyhkryuk

The final part of the entering information section is the Declarations section – it is important **all** of these fields are filled in prior to your appraisal meeting. Please click through each area and input the information as requested. Please ensure you read each declaration carefully and consider your response. You need to complete each of these declarations in order to submit your appraisal summary.

Appraisal Information	Constraints	Insights and Reflections	Current PDP	Declarations	Download Information																
<div> Declarations Overview </div> <p>Please read each declaration carefully and choose a response.</p> <p>With some responses you will be asked to indicate in which domain you have entered information about the statement. <b>You need to complete each declaration before each appraisal.</b></p> <table border="1"> <tr> <td>&gt; Confirm Personal &amp; professional Details (Scope of work)</td> <td>Agreed</td> </tr> <tr> <td>&gt; Probity (Good Medical Practice)</td> <td>Agreed</td> </tr> <tr> <td>&gt; Probity (Appraisal Material)</td> <td>Pending</td> </tr> <tr> <td>&gt; Health</td> <td>Agreed</td> </tr> <tr> <td>&gt; Directives or suggestions from outside agencies</td> <td>Agreed</td> </tr> <tr> <td>&gt; Complaints</td> <td>Pending</td> </tr> <tr> <td>&gt; Safeguarding Children</td> <td>Agreed</td> </tr> <tr> <td>&gt; Training Role(s)</td> <td>Agreed</td> </tr> </table> <div> Save Declarations </div>						> Confirm Personal & professional Details (Scope of work)	Agreed	> Probity (Good Medical Practice)	Agreed	> Probity (Appraisal Material)	Pending	> Health	Agreed	> Directives or suggestions from outside agencies	Agreed	> Complaints	Pending	> Safeguarding Children	Agreed	> Training Role(s)	Agreed
> Confirm Personal & professional Details (Scope of work)	Agreed																				
> Probity (Good Medical Practice)	Agreed																				
> Probity (Appraisal Material)	Pending																				
> Health	Agreed																				
> Directives or suggestions from outside agencies	Agreed																				
> Complaints	Pending																				
> Safeguarding Children	Agreed																				
> Training Role(s)	Agreed																				

If you select 'Yes' to the Trainer role, a number of further questions will appear for you to answer.

☒ Yes ☐ No

Which of the following training role(s) do you currently have? (Please select all that apply):

**Role(s) held:**

☒ Educational Supervisor of postgraduate medical trainees  
An Educational Supervisor of postgraduate medical trainees is a trainer who is selected and appropriately trained to be responsible for the overall supervision and management of a trainee's trajectory of learning and educational progress during a placement or series of placements. Every trainee must have a named educational supervisor. The educational supervisor helps the trainee to plan their training and achieve agreed learning outcomes. He or she is responsible for the educational agreement and for bringing together all relevant evidence to form a summative judgement at the end of the placement or series of placements.

☐ Individual responsible for overseeing students' progress at medical schools  
Individual responsible for overseeing students' progress at medical schools are one or more doctors identified by a medical school who are responsible for overseeing students' trajectories of learning and education progress. They might be NHS consultants or clinical academics acting as block or course coordinators.

☐ Lead Co-ordinator of undergraduate medical education at Local Education Providers  
Lead Co-ordinators of undergraduate medical education at Local Education Providers are one or more doctors at each Local Education Provider responsible for coordinating the training of students, supervising their activities and ensuring these activities are of educational value.

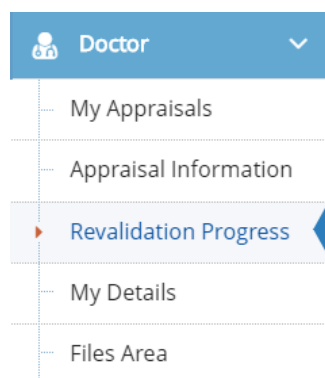
☐ Named Clinical Supervisor of postgraduate medical trainees  
A Named Clinical Supervisor of postgraduate medical trainees is a trainer who is responsible for overseeing a specified trainee's clinical work throughout a placement in a clinical or medical environment and is appropriately trained to do so. He or she will provide constructive feedback during that placement. He or she will lead on providing a review of the trainee's clinical or medical practice throughout the placement that will contribute to the educational supervisor's report on whether the trainee should progress to the next stage of training.

☐ [Don't know]

Have you signed the Medical Trainer Agreement?

☒ Yes ☐ No ☐ Don't know

## Revalidation Progress Page



Under the 'Appraisal Information' section you will find the 'Revalidation Progress' page, this page provides you with information regarding your progress toward revalidation. It will provide you with your revalidation date at the top, and the 'Revalidation History' box provides you with dates of your previous revalidation date and current date.

Doctor > Revalidation Progress

Revalidation Progress Your next revalidation date is 15th July 2019

**Key for icons:**  
 Edit exceptional circumstances Appraiser comments, if any, to the Responsible Officer. This is a new function applicable post August 2017 View appraisal summary  
 Not completed Completed Needs further work





















Revalidation History	
Date	Status
16/07/2014	Completed
15/07/2019	In Progress

The lower part of the page highlights progress towards your 'Current revalidation cycle', with your progress of your current appraisal in the first column, and any previous appraisals that count towards your current revalidation in the following columns. The list down the page highlights the areas required to be completed prior to your revalidation date, those which are 'green' have been completed, any in amber 'Needs further work' and if they are 'grey' they have not been completed yet.

Your appraisal summaries for the previous years are available via the blue icon.

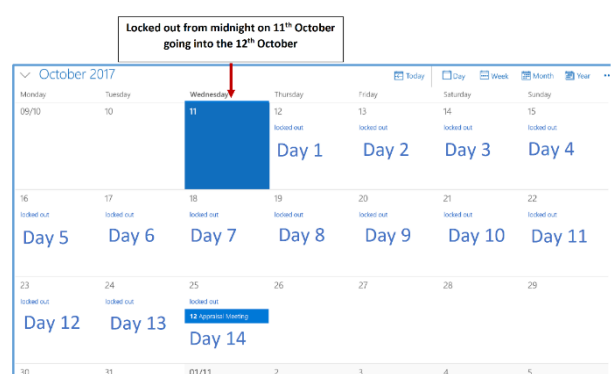
➤ [Current Revalidation cycle to 15th July 2019](#)

These are the appraisals that will be included in your current revalidation cycle.

	Current Appraisal	24/01/2018 	10/02/2017 	27/02/2016 	15/02/2015 
Exceptional Circumstances 					
Scope of work 	✓	✓	✓	✓	✓
PDP Reviewed 	—	✓	✓	✓	✓
CPD 	—	✓	✓	✓	✓
Probity & Health declarations 	✓	✓	✓	✓	✓
Review of Complaints and Compliments 	—	✓	✓	✓	✓
Significant Events 	—	✓	✓	✓	✓
Supporting Information - Quality Improvement Activity 	—	—	—	✓	—
Patient Feedback 	—	—	—	✓	—
Colleague Feedback 	—	—	—	✓	—
Whole Practice Appraisal 	—	✓	—	—	—

### **Appraisal Locked (Lock Out)**

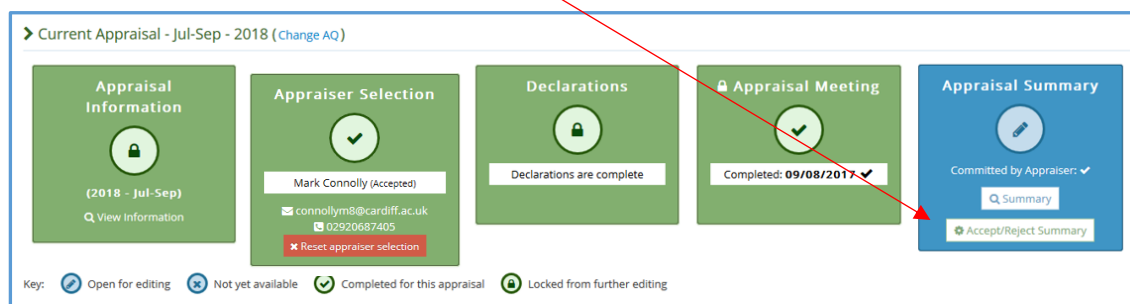
Your Appraisal information will be “locked” in advance of your Appraisal so that you cannot enter anything further or make changes to existing entries. You will be locked out 14 days before your Appraisal; this is to give your Appraiser adequate time to read and assess your details in advance of your appraisal meeting. This is demonstrated in the image opposite.



## Appraisal Summary

Once your appraisal meeting has taken place your Appraiser will complete an appraisal summary. This will usually be ready within two weeks of your appraisal meeting. When your Appraiser has completed your summary you will receive an email notification asking you to review and agree or reject the *Appraisal Summary*.

The 'Accept/Reject Summary' box (in blue below) will give you the option to Accept/Reject.



You can locate your appraisal summary in the Appraisal Summary box. Please read the summary your Appraiser has written for you and then click Accept or Reject. If you accept, your appraisal is complete for this year.

If there are inaccuracies or something you require changed, you are able to use the 'Reject Summary' function. If you disagree you will be given the opportunity to write a note to your Appraiser explaining your reasons for the rejection.

Your Appraiser will then review your comments, alter the details accordingly and commit the summary again for your review. If your appraiser doesn't agree a dispute may occur – please check the exceptions protocol in the [Key Document Library](#) for further information regarding this.

## Virtual Appraisals:

If you have completed your appraisal virtually then the Appraiser will have the opportunity to document this when creating your Appraisal summary.

You should then see this within your summary (in the example below we stated that the appraisal was conducted virtually, via the Microsoft Teams application, but if you hadn't it would state 'No'. *Please note that the Virtual Appraisal section will default to No, the opportunity to amend this will arise when your Appraiser comes to set the meeting as Complete.*

Appraisal Summary for Christopher Price GMC#:3086153
✕

Overview

Information

Constraints

PDP

Activities

Revalidation

[Download PDF](#)

Appraiser:	Jo Small
Meeting Date:	06/10/2020
Summary Committed:	09/10/2020

Virtual Appraisal:

Summary Agreed:

Yes - MicroSoft Teams

09/10/2020

You can also feedback information about the virtual appraisal in your post appraisal feedback survey (see question 3b). Once you have completed your appraisal you will be prompted to complete a survey based on your appraisal, Appraiser and the MARS system.

### Medical Appraisal Feedback Survey

Dear Doctor Your feedback is extremely important to us as we look to continually improve the medical appraisal process in Wales. This survey provides an opportunity for you to give valuable feedback on your appraiser and us as a service. It will allow us to better understand the impact of your appraisal, and to assess the quality of the appraisal process we provide. Your feedback will be collated so that it is anonymous. If you have any specific concerns regarding your appraisal, do not use this form, please contact the RSU in the first instance at [Helw.rsu@wales.nhs.uk](mailto:Helw.rsu@wales.nhs.uk)

#### The Appraisal

1. How long was the duration of the appraisal discussion?	<input type="radio"/> Less than 1 hour <input type="radio"/> 1-2 hours <input checked="" type="radio"/> 2-3 hours <input type="radio"/> 3-4 hours <input type="radio"/> 4 or more hours
2. Was there sufficient protected time for the appraisal discussion?	<input checked="" type="radio"/> Yes <input type="radio"/> No
3a. Was the venue private and professional? (NB: if you had a virtual appraisal please score as N/A and move to question 3b).	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A (move to 3b if you undertook a virtual appraisal)
3b. Did you find undertaking a virtual appraisal to be of equivalent quality to your previous appraisal/s? (If you had a face to face meeting please score as N/A)	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A (Mark as N/A if you undertook a face to face meeting)
4. Please provide any comments: (if you answered 'no' above, and include any suggestions for improvement).	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

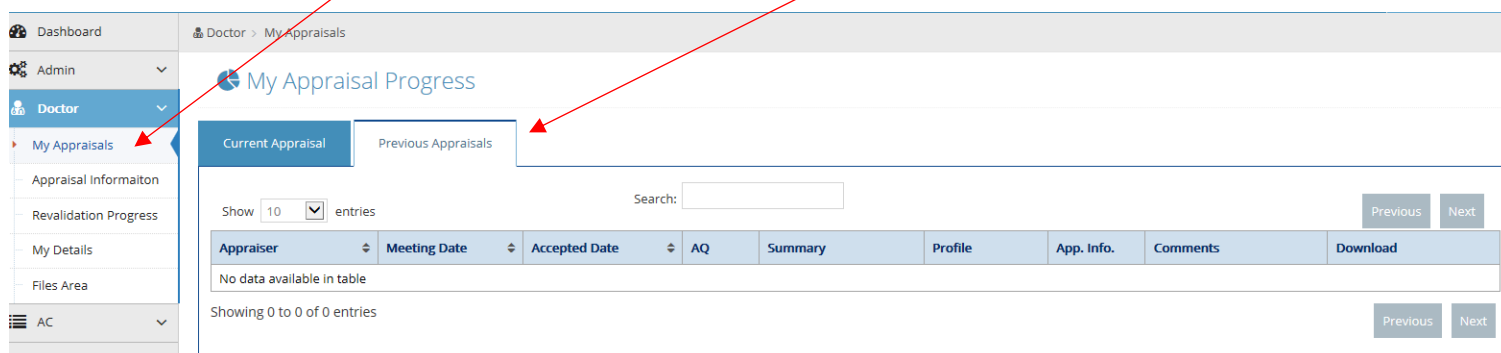
<https://gp.marswales.org/>



## Archived Appraisal Summaries

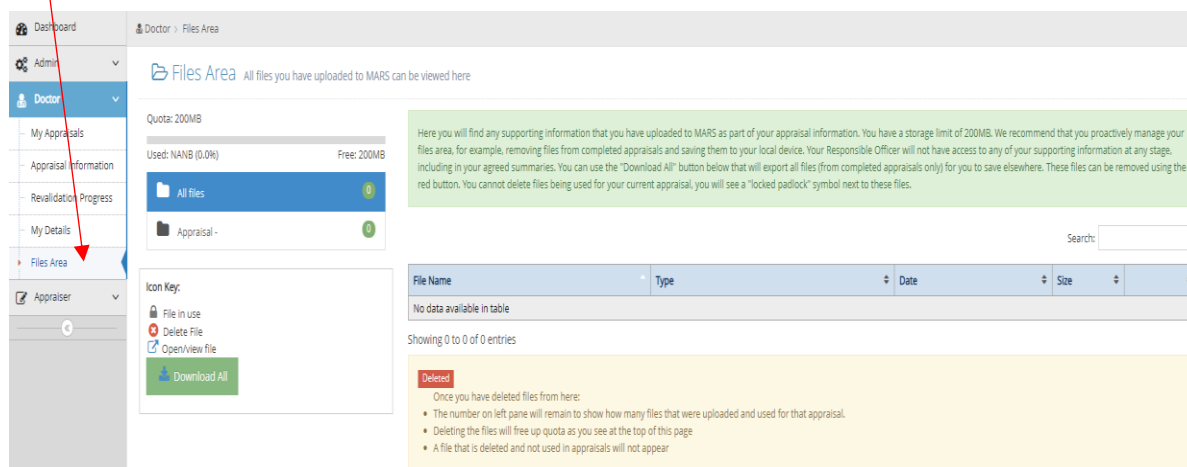
Sometimes, you may wish to review information from previous appraisals. This may be useful if you are moving to practice outside of Wales and will be using a different appraisal system.

To do this go to the 'My Appraisals' and select the second tab 'Previous Appraisals' page – as illustrated. The page in the example is blank, however this page will show all of the information you have previously uploaded to MARS.



## Files Area

The files area can be found on the left navigation bar, this is where you will find the supporting information you have uploaded to MARS. The file area is also useful if you wish to review information from previous appraisals.



If you need to create space. You can either save the uploaded files back to your computer or just delete them. (Please note that once an appraisal is completed, there is no need to retain the files within MARS as no one needs to see them in the future).

The following file types are accepted for upload: 'doc', 'docx', 'rtf', 'xls', 'xlsx', 'pdf', 'jpg', 'jpeg', 'png', 'gif'.

There is a 200mb limit to this area.

<https://gp.marswales.org/>

Be cautious uploading images to MARS - images alone can be larger than 2MB. To check the file size, right click the file, select properties and the size will be displayed. 1024KB = 1MB

To reduce picture file size, you can reduce picture resolution, crop your images to make them smaller, or you can discard unwanted information, such as the crop parts of a picture that are not relevant.

Other file types to avoid include:

- Videos (.avi, .mov, .mp4, etc)
- Audio files (.wav, .mp3, .aiff, etc)
- Compressed File Collections (.rar, .zip, etc)
- Database Files (.db / .mdb / .sql)
- Microsoft Publisher Files (.pub)
- Email files (.msg / .eml / .msf)

Word documents are generally smaller than PDF's – further information on reducing file sizes when working with Microsoft Office (including images within Word) can be found on this Microsoft info page: <https://support.office.com/en-gb/article/Reduce-your-file-size-631d1d48-a56b-4fd4-ad66-091dd201db10>

If you go to **Files Area**, which can be found from the pull down menu in the top right hand corner of the screen, you will see all your files listed. If you click on the header of the **SIZE** column, you can order the files largest-to-smallest or vice versa. You can then delete any files you want by clicking on the 'X' in the extreme right hand column against each entry.

If you want to save files back to your device, click on the icon within the **File Name** column which will open the file and you can save it. Once saved back to your device you will still need to delete it from MARS as described above.

Below is a screenshot as an example.

Dashboard > Doctor > Files Area

**Files Area** All files you have uploaded to MARS can be viewed here

Quota: 200MB  
Used: 1012.39KB (0.5%) Free: 199.01MB

Here you will find any supporting information that you have uploaded to MARS as part of your appraisal information. You have a storage limit of 200MB. We recommend that you proactively manage your files area, for example, removing files from completed appraisals and saving them to your local device. Your Responsible Officer will not have access to any of your supporting information at any stage, including in your agreed summaries. You can use the "Download All" button below that will export all files (from completed appraisals only) for you to save elsewhere. These files can be removed using the red button. You cannot delete files being used for your current appraisal, you will see a "locked padlock" symbol next to these files.

File Name	Type	Date	Size	
Allocated Quarter Change Form(1).doc	Text Document	06 Aug 2018 10:56:17	39.5kB	
Appraisal Support Officer - v2 draft.pdf	PDF	06 Aug 2018 10:55:55	972.89kB	

Showing 1 to 2 of 2 entries

**Deleted**

Once you have deleted files from here:

- The number on left pane will remain to show how many files that were uploaded and used for that appraisal.
- Deleting the files will free up quota as you see at the top of this page
- A file that is deleted and not used in appraisals will not appear

## Did you know?

That MARS is compatible with Tablets and Smart Phones.



## **Further Resources:**

### **RSU Resources:**

A library of resources created by the RSU to support with MARS, CPD and revalidation

<https://marshelp.heiw.wales>

### **Educational Online Modules:**

CPD Webpages – An online resource containing a number of educational modules:

<https://gpcpd.heiw.wales/>

### **Educational Online Study Days**

The face-to-face study days are designed specifically for GPs (and may be suitable for other Allied Healthcare Professionals) to enhance and update their clinical knowledge and learning

<https://gpcpd.heiw.wales/study-days/>

### **Orbit 360**

Orbit360 is now the patient and colleague feedback system for all doctors in Wales. You can now register on Orbit360 at <https://orbit360.heiw.wales/login> and initiate your feedback, please direct any enquires to [heiw.orbit360@wales.nhs.uk](mailto:heiw.orbit360@wales.nhs.uk) or via the helpdesk on 03300 584218.

We hope you have found this guide useful. If you have any questions, experience any difficulty using the website or want to leave some feedback, please contact us using the details below.

Revalidation Support Unit  
Health Education and Improvement Wales  
Tŷ Dysgu  
Cefn Coed  
Nantgarw  
CF15 7QQ

**Email:** [HEIW.MARS@wales.nhs.uk](mailto:HEIW.MARS@wales.nhs.uk)