

MARS – Doctor role video transcript (English)

- 0:01** MARS Medical Appraisal Revalidation System [logo]
- 0:01** Doctor role tutorial
- 0:05** The Revalidation Support Unit (RSU) facilitates appraisal via 2 Medical Appraisal Revalidation Systems (MARS).
- 0:06** Medical MARS for Secondary care
<https://medical.marswales.org>
GP MARS for General Practitioners.
<https://gp.marswales.org>
- 0:14** Some aspects differ between Medical and GP MARS but the process remains the same. Any differences will be highlighted throughout the video.
- 0:22** You can access various links from the Dashboard page.
- 0:34** From here you can change your password, access the transaction log, files area and logout.
- 0:44** The 'Transaction log' provides an electronic record of all the actions that are undertaken on your account.
- 1:06** The most up to date versions of browsers have best compatibility with MARS. If you need to check which browser you are using you can do so from here.
- 1:17** When you are ready to start your appraisal process select 'Doctor'.
- 1:29** My Details
You should verify and update your details before you begin the appraisal booking process.
- 1:40** You can enter or amend your information within the 'Personal Information', 'Preferred Contact Information' and 'Professional Information' sections. It is important to review and update your personal and professional information prior to each appraisal.
- 1:53** You cannot amend your GMC number. If you have entered this incorrectly when registering, please contact the MARS service desk.
- 2:11** This section shows your current and previous employment details.
- 2:20** If you change employment or work at more than one location, use the '+Add Hospital' (for Medical MARS) or '+Add Practice' (for GP MARS) button. From here you can enter the relevant details.
- 2:50** Once you've added a new hospital/practice you must indicate which is your primary employment.
- 3:01** Click on the red dot by the hospital/practice you want set as your primary.
- 3:18** If you need to remove an entry you can do so via the 'Remove From Current' button and it will be moved to the 'Archive' section.
- 3:57** Within the 'Activities' section, you can enter details.
- 4:06** For Medical MARS you can add: 'On-call Activities', 'Details of Other Clinical Work' and 'Details of Non-Clinical Professional Activities'.
- 4:17** For GP MARS you can add: 'Responsibilities and activities within General Practice', 'Emergency on call and out of hours activities', 'Details of other clinical work', 'Details of non-clinical professional activities' and 'Activities outside your main role'.
- 4:30** Details of your weekly activities can be entered manually or you can upload a document if preferred. (This is for Medical MARS only).
- 4:46** To upload a job plan from your device, click 'Upload Job Plan'.

- 5:00** Click 'Upload File' and choose the job plan document from your device.
- 5:20** Once the document has been uploaded to the 'User Files' list it will be shaded in green and ticked, click '+Add' and enter a title then click '+Save'.
- 5:39** The document will be uploaded to the 'Upload Job Plan' area.
- 5:50** Once your details are up to date you can start planning your appraisal.
- 6:02** My Appraisals
On this page you can:
- Plan for your current appraisal
 - Track progress of your current appraisal arrangements
 - Request a change of AQ
 - View previous appraisal summaries
- 6:17** To select an Appraiser, click on the 'Appraiser selection' panel.
- 6:29** This will show all Appraisers that are available to you for your current and following Allocated Quarters (AQ).
- 6:38** If you're Allocated Quarter (AQ) is in the past, you may not be able to choose an Appraiser and there will be red crosses in the AQ columns.
- 6:53** Your AQ will need to be reviewed by your Designated Body to allow you to select an Appraiser. We'll show you how to request this later in the video.
- 7:02** Once your AQ is correct, you should be able to select an Appraiser.
- 7:11** You can review information entered by the Appraiser such as any availability restrictions.
- 7:23** The table key explains the meanings of the various icons.
- 7:35** You can view an Appraiser's biopic.
- 8:01** You can select up to three appraisers. Once you have identified your first choice click on the blue 'Select 1st' button in the 'Select' column.
- 8:11** You can only select the same appraiser twice in any 5 appraisals, if any appraiser has appraised you twice in a rolling 5 appraisals this will show as 'Limit Reached' and you cannot select this appraiser.
- 8:35** Notice that the remaining blue buttons have been relabelled 'Select 2nd'. Once you've made your second selection, the buttons will change to 'Select 3rd'.
- 8:55** Your choices will appear in 'Your Selection' panel.
- 9:06** Select your preferred month then submit your choices.
- 9:15** You can remove any or all of your selections if you wish before submitting.
- 9:46** Details of your Appraiser selections can be found in the 'Appraiser Selection' panel.
- 9:56** The 'Appraiser Selection' panel is still coloured blue, indicating that the action is not yet complete.
- 10:06** Once you have submitted your choices, the request will go to your first choice. Requests will only go to the second or third choices if those before them have rejected your request(s).
- 10:22** You can reset your appraiser selection up until a meeting date is entered on MARS.
- 10:32** Your Appraiser will now be able to accept or reject your request.
- 10:42** Once it has been accepted you will see your Appraiser's name in the 'Appraiser Selection' panel.
- 10:53** Once an appraiser has accepted your request, they will send a date (or selection of dates) which will appear in the 'Appraisal Meeting' panel within 'My Appraisals'.

- 11:04** You can choose to accept a date or reject the dates if not suitable. Should you have previously agreed a meeting date with an appraiser outside of MARS, they can input this in their calendar and the date will then appear in your 'Appraisal Meeting' panel.
- 11:24** Here you can see the meeting date.
- 11:33** The dashboard panels will either be coloured blue, indicating that action is incomplete or green, indicating the action is complete. The 'Appraisal Information' panel will only turn green when you enter your lockout period. This is 7 days on Medical MARS and 14 days on GP MARS. Once you are in your lockout period, you can no longer add or amend your appraisal information.
- 11:49** Further indicators can be found below the dashboard panels.
- 12:03** You may need to change your Allocated Quarter (AQ), for example because of maternity leave. To do this, click on 'Change AQ'.
- 12:15** Complete the template then click send. Your request will be sent to your Designated Body (Medical MARS) or the GP Appraisal Team (GP MARS) who will contact you once your request has been reviewed.
- 12:47** Appraisal Information
On this page you should add information in the following categories:
- Appraisal information
 - Constraints
 - Insights & Reflections
 - Current PDP
 - Declarations
- 13:03** Add Information
Click on the green '+Add Information' button, then choose a 'Category' and 'Type'.
- 13:21** Select which domain the information refers to.
- 13:29** In order for a Quality Improvement Activity (QIA), Significant Event (SEA) or Patient and/or Colleague Feedback (MSF) to be validated for revalidation, it is important to use the corresponding template when adding this evidence.
- 14:31** The '+Add File' button allows you to upload supporting information, such as copies of certificates or presentations. To upload an item, click the '+Add File' button. This will bring up a list of any items you've previously uploaded to MARS.
- 14:52** To add a new item, click on the 'Upload File' button which can be found at the bottom of the 'User Files' window.
- 15:05** You will see a list of documents on your personal device. Click on one and then click open. The chosen document will be added to your 'User Files' list, be shaded green and have a tick next to it.
- 15:26** Click '+Add' then add a title for the document.
- 15:46** Finally, click 'Save Information' for the supporting information to be added to your appraisal entry.
- 16:35** If you wish to bring physical supporting information to the appraisal meeting to support your entry, you can indicate this here.
- 17:10** By using the icons in the 'Actions' column you can amend or delete your appraisal entries.
- 17:23** You can also download your appraisal information into a PDF if you wish.
- 17:37** Constraints

These can be classified as Personal, Hospital/Practice or Service constraints. Within each section there are several categories to choose from. Where there is a triangle, this signifies there are further sub-categories.

- 17:55** Select the constraint you would like entered then click '+Add' to save it. You can search the categories using the search box at the top of the section.
- 18:13** Accompanying notes should be added by clicking on the 'Add Notes' button.
- 18:36** Entries can be edited by clicking on 'Add Notes'.
- 18:57** You can remove a constraint using the cross.
If you remove a constraint you still have to manually remove any corresponding comments.
- 19:12** Insights & Reflections
There are 3 sections you can complete. You can use the green buttons to add information.
- 9:52** You can enter Aspirational PDP items in this section. These can be discussed during the appraisal meeting. These are not automatically added to your 'Agreed PDP'. The Appraiser will create your agreed PDP following the appraisal meeting.
- 20:40** Current PDP
Your current PDP will list the agreed actions from your last appraisal. By clicking on the '+Update Status' button you can indicate progress made and add comments, then click 'Save'.
- 21:23** Declarations
You must respond to each declaration then click 'Save Declarations'. You can amend any of your declarations until you enter your lockout period. If you need to amend a declaration while in lockout, you must contact your Appraiser and request they unlock them, allowing you to make the amendments. The status of your declarations will either be locked or unlocked.
- 22:29** Revalidation progress
This page will show details of your previous MARS appraisals within your current revalidation cycle.
- 22:41** You can view your next revalidation date.
- 22:50** Your revalidation history.
- 22:58** And progress towards your current appraisal.
- 23:07** Once your appraisal is completed, your Appraiser will update your revalidation progress and add comments as necessary.
- 23:21** A key of icons indicates whether the elements have been completed, need further work, or are not completed or applicable.
- 23:38** Your previous appraisal summary can be viewed here.
- 23:51** If you'd like to enter any exceptional circumstances they can be added here.
- 24:04** Any previous exceptional circumstances can be viewed here.
- 24:15** We will now see how MARS appears once when you are in lockout.
- 24:24** Your appraisal information will be 'locked' in advance of your appraisal. You will not be able to enter anything further or make any changes to existing entries.
- 24:35** Medical MARS will lock you out 7 days before your appraisal.
GP MARS will lock you out 14 days before your appraisal.
You will be prompted by MARS a few days before you are locked out.
- 24:46** You will now see how MARS appears once an Appraiser has committed the summary.

- 24:56** Once an appraiser has committed the summary, an alert will appear in the 'Appraisal Summary' panel.
- 25:06** Click on 'Summary' to view your appraisal summary.
- 25:19** Once reviewed, you have the option to accept it or reject it.
- 25:32** If you reject it, you will be prompted to give a reason. The Appraiser will be alerted and your reasons for rejection conveyed to them.
- 25:54** Once your appraiser has reviewed your comments and made any amendments, they will re-commit the summary for you to review and accept.
- 26:05** You can see a summary below of your appraisal progress. So in this example you can see the appraiser will make any necessary changes and re-submit the summary.
- 26:16** You will now see how MARS appears once an Appraiser has re-committed the summary.
- 26:33** Once you have accepted the summary, the appraisal is complete and you will be presented with a post appraisal survey template. Completion of the survey is mandatory, and the template will appear every time you log in to MARS until the survey is completed.
- 26:56** Once you have accepted your appraisal it will be moved from 'Current Appraisal' to 'Previous Appraisals'
- 27:12** Here you can view previous summaries.
- 27:19** Or download your previous summaries.
- 27:33** Files Area
On this page you can manage supporting information you've uploaded previously to MARS.
- 27:45** You have a 200Mb file limit in MARS, should you reach your limit, you can remove files used in previous appraisals and save these on your device.
- 28:01** All uploaded files can be seen as a list. The files can be ordered by size by clicking on the triangles icon.
- 28:20** Files allocated to your current appraisal will show as 'In Use' and cannot be removed via this page. If you no longer wish to use these files in your current appraisal, these first need to be removed from the 'Appraisal Information' page.
- 28:35** Files not currently in use can be removed by clicking on the cross adjacent to the chosen file.
- 28:47** Files used in a specific appraisal can be viewed by clicking on the relevant folder icon.
- 29:01** You can download files by clicking on the 'Open/View' symbol if you want to save them before deleting.
- 29:12** You can download all files if required.
- 29:24** If you need to contact the MARS Service desk you can do so from the 'Contact Us' button.
- 29:53** For further help and support, please email HEIW.MARS@wales.nhs.uk
Useful links:
A library of resources created by the RSU to support with MARS, CPD and revalidation
<https://marshelp.heiw.wales>
Designated body contacts page
<https://marshelp.heiw.wales/designated-body-contacts>
Orbit360 is a dedicated end-to-end patient and colleague feedback system that integrates directly to MARS and can be found at
<https://orbit360.heiw.wales>
Revalidation Wales Website

<https://revalidation.heiw.wales>

GMC Revalidation requirements

<https://www.gmc-uk.org>

Created by the Revalidation Support Unit (RSU, Health, Education and Improvement Wales).