

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.



## MARS user guide for Clinical Practitioners

Evidencing a practitioner's level of practice through the use of a portfolio has been recommended in several key documents over the last decade. The latest document to support this is the [Professional Framework for Enhanced, Advanced and Consultant Clinical Practice in Wales \(HEIW 2023\)](#) which describes how clinical practitioners can evidence their work across the pillars of practice through a portfolio. This document also includes a guide to support Clinical Practitioners (CPs) in preparing their portfolios.

This guide has been developed to meet the needs of Clinical Practitioners when using MARS, which was originally developed to manage the appraisal arrangements of doctors in Wales as directed by the GMC. At present use by CPs is in a trial phase, over the next year and following feedback, HEIW will be looking at the needs of CPs and this will be supported further in the future.

Some areas within MARS may **not** be relevant for the needs of the CPs using the system, including:

- *Revalidation* sections and functionality including Revalidation Progress page
- *Selecting an Appraiser* functions
- *Current PDP* tab
- *Declarations* tab

This guide covers the functions that *are relevant*.

Please be aware that some of the terminology embedded within the system (and therefore cannot be removed) will also not be relevant to CPs but a glossary of these terms can be found in the appendix e.g. references to 'Doctor' or General Medical Practice (GMC).

## Recommended Browser & Contact Us

**BROWSER:** We recommend you use up to date browsers and operating systems when using MARS, using the latest versions is more secure and provides better compatibility with key features on the site. You can use the 'check my browser' button from the MARS dashboard.

**CONTACT US:** If you are experiencing issues with MARS please use the 'MARS Help & Support' link (this can be found on the top of the screen). This will open a new window and you can use the 'Contact Us' button to input your query which will be sent to the MARS email inbox.

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## Registration & Login

Please visit <https://medical.marswales.org> and use the 'Register now' button.

⚠ A full range of Help & Support is available online including Frequently Asked Questions, user guides and user videos - MARS Help & Support.

Email  
Email

Password  
Password

We use cookies on this website, you can read our cookies policy.

Forgotten your details?  Save email

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

Registration

If you are a GP you will need to register on our GP MARS site, click here to take you to the correct site. Please fill the form below to complete your registration on MARS. Your details are manually verified against a list of approved users provided by your Designated Body. This process can take up to 5 working days.

First name

Last name

Email

Confirm Email

GMC Number

Telephone

Password

Re-Type Password

ⓘ Password must be at least 12 characters, contain at least 1 upper-case letter, 1 number, 1 special character i.e. (!,@,%,[\*,\$,£) etc.

Health Board

College

Consultant Status

Consultant Specialty

Last Appraisal or CCT Date

No appraisal completed

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

When registering, in the '**GMC Number**' field you can enter your professional registration number.

For '**Health Board**' choose Clinical Practitioner

For '**Consultant Status**' you can choose 'Consultant Clinical Practitioner', 'Advanced Clinical Practitioner or Enhanced Clinical Practitioner'

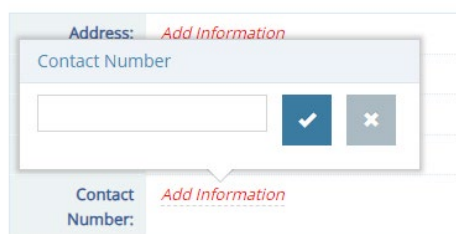
Your registration will be processed by the Revalidation Support Unit (RSU) at HEIW and your account activated within 5 working days. Should this not be the case, please contact the MARS service desk on [heiw.mars@wales.nhs.uk](mailto:heiw.mars@wales.nhs.uk)

When registered you will be allocated the 'Doctor' role and be assigned an 'Allocated Quarter (AQ)'. MARS automatically assigns these, but yours will be set to 2030 so that you don't receive any auto-notifications from the system.

## Personal & Professional Information

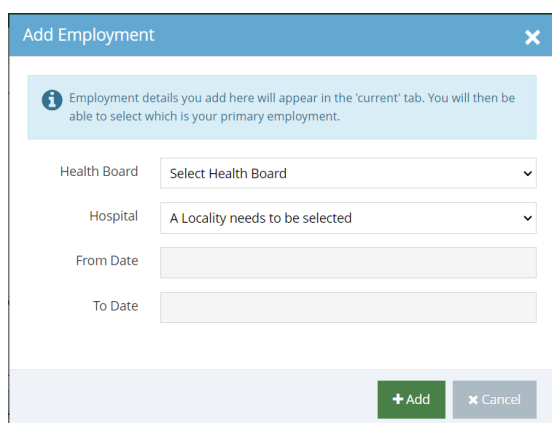
You can enter your personal and professional information by clicking on '*Doctor*' and then the '*My Details*' page on the left hand menu. Once on the '*My Details*' page you can add or update the appropriate information.

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



The screenshot shows a user interface element for adding or editing contact information. It features a light blue header with the text 'Address: Add Information' in red. Below this is a white input field labeled 'Contact Number'. To the right of the input field are two buttons: a blue square with a white checkmark and a grey square with a white 'x'. Below the input field is another light blue header with the text 'Contact Number: Add Information' in red.

You can also add your current employment by selecting '*Add Hospital*' in the Hospital Employment Details section.



The screenshot shows a form titled 'Add Employment' with a blue header and a close button. Below the header is a light blue information box with an 'i' icon and the text: 'Employment details you add here will appear in the 'current' tab. You will then be able to select which is your primary employment.' The form contains four fields: 'Health Board' with a dropdown menu showing 'Select Health Board', 'Hospital' with a dropdown menu showing 'A Locality needs to be selected', 'From Date' with a text input field, and 'To Date' with a text input field. At the bottom right of the form are two buttons: a green '+ Add' button and a grey 'x Cancel' button.

From there, you need to use the drop down boxes to choose your hospital/location, including a start date. You can leave the end date blank if this is your current employment.

You need to select the *'Primary'* column to choose which record is your primary employment. An archive of your previous posts and employment will remain in the second tab within this area (only you can see this).

### Hospital Employment Details


Health Board	Hospital	Start Date	Primary	Remove From Current
Cardiff and Vale University Health Board	University Hospital of Wales Heath Park Cardiff	07/11/2022	<input type="radio"/>	<input type="checkbox"/>

## Activities Tab


### My Details Personal and professional information and activities

Personal and Professional Information **Activities** Job Plan


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. 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.

> On-call Activities 

[Add Information](#)

> Details of Other Clinical Work 

[Add Information](#)

> Details of Non-Clinical Professional Activities 

[Add Information](#)

In the *'Activities'* tab you can add further professional information.

When you click in the comments box it will bring up a text box, enter your information and then select the blue tick box.

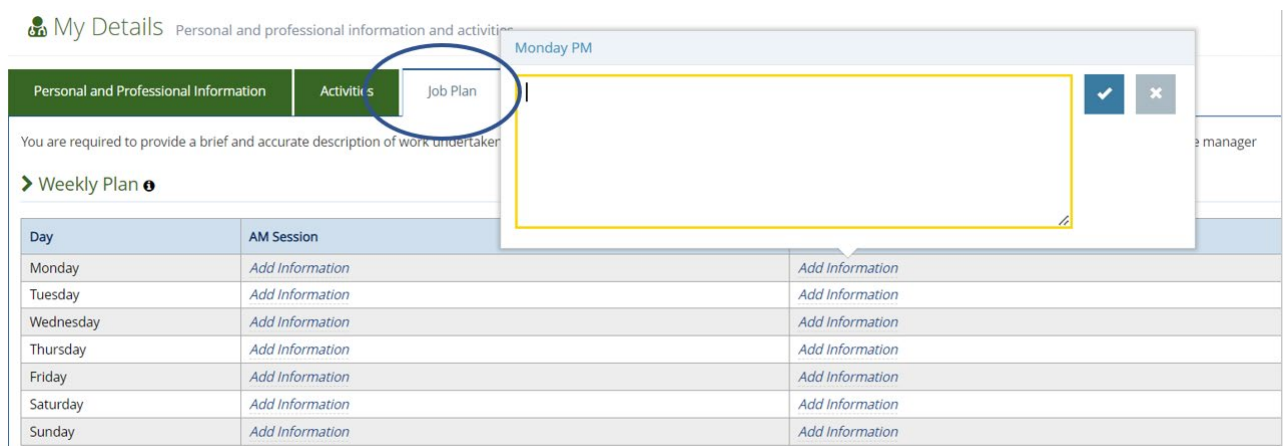
On-Call Activities

Information

On the next tab you can also upload your own job plan (as outlined below) – please insert the job plan as agreed with your directorate manager. This file will automatically be saved to the [‘Files Area’](#).

If you would like to upload your CV and/or Job Description to your profile, we would advise you to upload it in the ‘Upload Job Plan’ section. Also, if you would like to upload relevant Professional Certificates e.g. evidence of registration, qualifications etc, please do so in this section.

*Please note, any files uploaded here will be added into your ‘Files Area’, more information below.*



The screenshot shows the 'My Details' page with the 'Job Plan' tab selected. A modal window titled 'Monday PM' is open, allowing for file upload. Below the modal is a table with columns for 'Day' and 'AM Session'.

Day	AM Session	
Monday	Add Information	Add Information
Tuesday	Add Information	Add Information
Wednesday	Add Information	Add Information
Thursday	Add Information	Add Information
Friday	Add Information	Add Information
Saturday	Add Information	Add Information
Sunday	Add Information	Add Information

## Entering Information



You can begin entering information as soon as your account is activated.

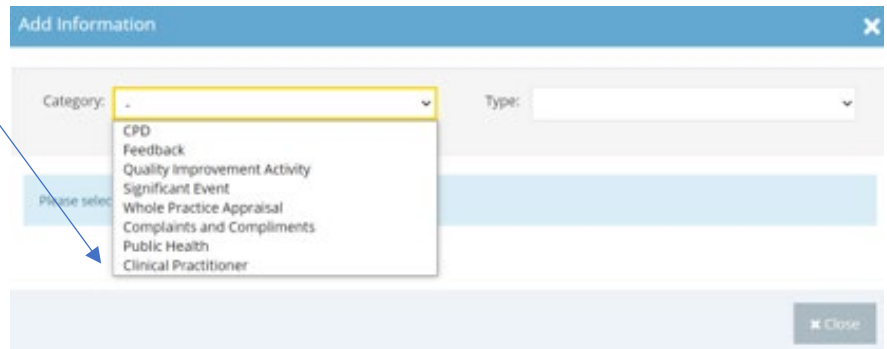
To do this please click on the *‘Appraisal Information’* button, you can find this on the left hand menu or the first box on the *‘My Appraisals’* page. When entering information please remember to anonymise personal, colleague or patient identifying markers.

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



From the first Appraisal Information column, please select '*Clinical Practitioner*' from the '*Category*' menu

Then choose one of the 6 options from the '*Type*' menu.



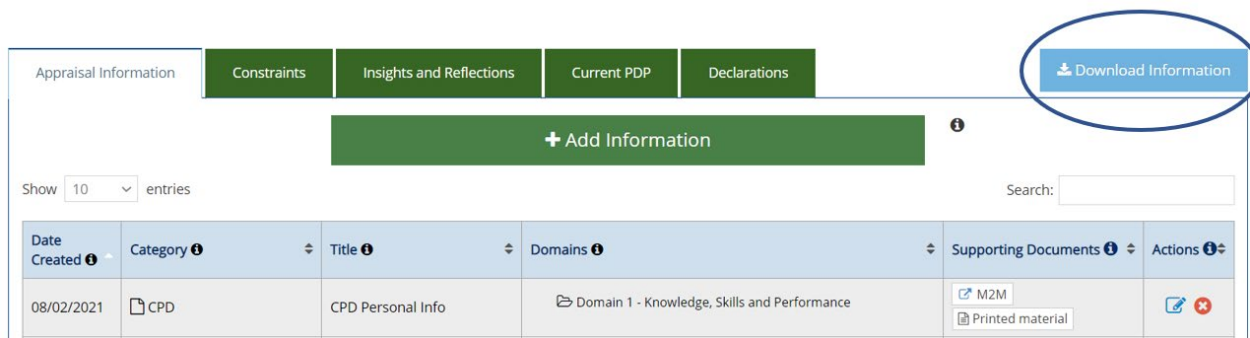
For each *Type* there is a descriptor in the shaded box which gives an explanation of the differing areas of information.

Once you have entered your information you can edit or delete the information using the action column to the right.

Category	Title	Domains	Supporting Documents	Actions
CPD	test	Domain 1 - Knowledge, Skills and Performance	test   Printed material	[edit] [delete]
CPD	CPD Personal info	Domain 1 - Knowledge, Skills and Performance	MEM   Printed material	[edit] [delete]
Feedback	test	Colleague Feedback Patient Feedback		[edit] [delete]
Significant Event	SEA	Domain 2 - Safety and Quality	SEA test	[edit] [delete]
Whole Practice Appraisal	WPA	Domain 2 - Safety and Quality		[edit] [delete]
CPD	file test	Domain 1 - Knowledge, Skills and Performance	CPD test	[edit] [delete]

You are encouraged to input a title for each piece of information you enter. This aids navigation around the information for both you and your Assessor.

Should you wish to download your information to send to your Assessor, use the blue button to the top right of the table.



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. This is optional and would not usually apply to Practitioners.

You will also have the opportunity to upload supporting information. 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'

Should you wish to take printed material to an assessment meeting that has not been uploaded onto MARS, in the '**Add Information**' template you can choose '**Add Printed Material**' (this is at the bottom of the Add Information template).

This will inform your Assessor that you intend to provide material supplementary to what you have entered into MARS.



Add Material
✕

Enter the details of the printed material below.

Title:

Description: 

Material shows.....

+ Add
✕ Close

Give it a title and description and your Assessor will then be aware of the additional paperwork you are bringing. If you are to use this feature, we suggest keeping printed material to a minimum.

## Constraints, Insights and Reflections

You can use these sections to add in your key goals, objectives and challenges.

### Constraints Tab

Each section has a different list of constraints, specific to each sub section.

You can click on ‘+Add/Edit Constraints’ and then search in the drop down menu or you can scroll through to find the appropriate area. Click to the left of the title heading and it shows the sub headings, select which ever option is applicable.

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

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 Notes

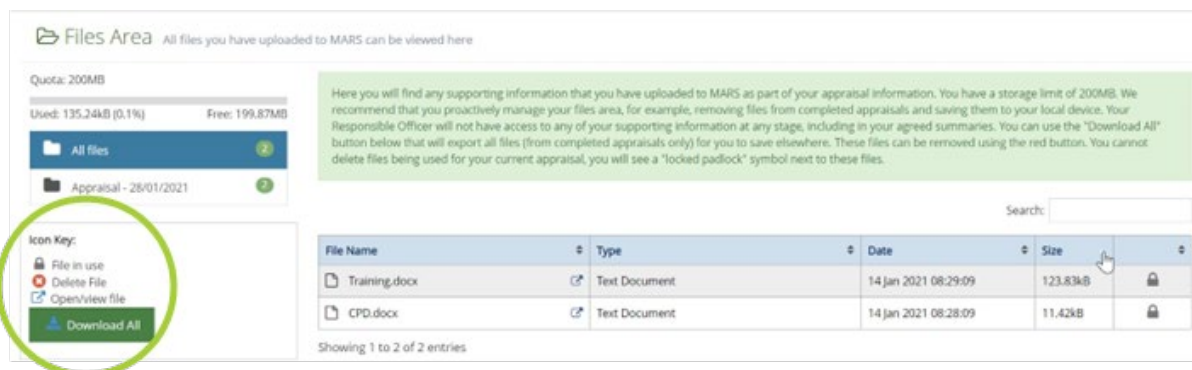
When you have chosen the constraint you can add 'Notes'

(Please note: You cannot add 'Notes' until you have chosen the constraint)

## Insights and Reflections Tab

You can add in information here regarding your ongoing development and can summarise the last 12 months. Click on the green boxes to add in the text. The PDP section may not be relevant to you.

## Files Area

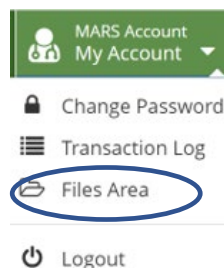


The screenshot shows the 'Files Area' interface. At the top left, it displays a storage quota of 200MB, with 135.24kB used (0.1%) and 199.87MB free. Below this is a navigation menu with 'All files' and 'Appraisal - 28/01/2021'. A green callout box provides instructions on managing files. A search bar is located to the right of the callout. Below the search bar is a table of files:

File Name	Type	Date	Size	
Training.docx	Text Document	14 Jan 2021 08:29:09	123.83kB	
CPD.docx	Text Document	14 Jan 2021 08:28:09	11.42kB	

Below the table, it says 'Showing 1 to 2 of 2 entries'. On the left side, there is an 'Icon Key' section with a green circle around it, containing: File in use, Delete File, Open/view file, and Download All.

The files area can be found on the left navigation bar, or you can access it from the pull-down menu in the top right hand corner;



The screenshot shows a user account menu with the following options: MARS Account My Account, Change Password, Transaction Log, Files Area (circled in blue), and Logout.

This is where you will find the supporting information you have uploaded to MARS.

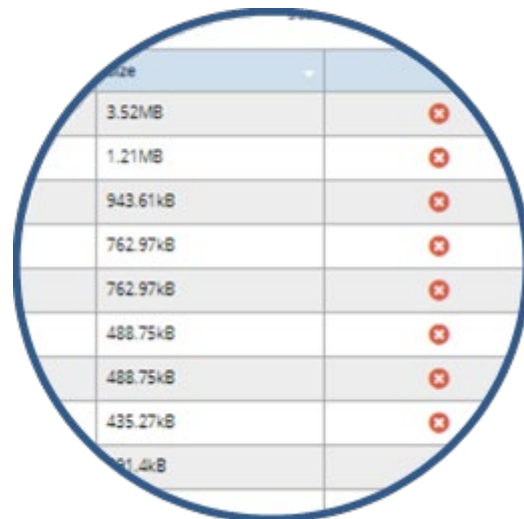
There is a 200mb limit to this area. If you need to create space you can either save the uploaded files back to your computer or just delete them.

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

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.

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 the Microsoft website.

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.



Size		
3.52MB		X
1.21MB		X
943.61kB		X
762.97kB		X
762.97kB		X
488.75kB		X
488.75kB		X
435.27kB		X
91.4kB		X

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 can still delete it from MARS as outlined above.

## Data Protection and confidentiality

MARS has been built to ensure user information is protected in line with relevant legislation. Trained MARS Service Desk staff are provided with account access when supporting user queries. Should Service Desk staff require access

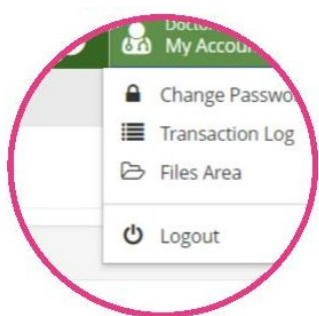
to your account, your consent will be required to do this (usually to support complex or ongoing queries).

Aggregated, anonymised engagement data e.g. how many Practitioners have registered with MARS, will also be sent to HEIW's Workforce Modernisation Team on a routine basis as part of this trial. At no stage will any appraisal information you've entered into your profile be shared.

## Undertaking an Appraisal

You're welcome to undertake an appraisal on MARS, should you wish. Please note however that this will need to be actioned manually by the Service Desk Team. Please do not attempt to arrange this yourselves on MARS. Once you have secured an Appraiser and an agreed meeting date outside of the system, inform the MARS Service Desk and they will be able to arrange this on the system.

## Changing your password



Once logged in you are able to change your password in the top right hand corner, under *'My Account'* - select the white drop down arrow and the first option is to change password.

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

## Further Information

MARS Help & Support - <https://marshelp.heiw.wales>

Email - [heiw.mars@wales.nhs.uk](mailto:heiw.mars@wales.nhs.uk)

## Appendix

Appraiser – Assessor

Hospital – base location / place of work

Doctor – this would be you the Clinical Practitioner

General Medical Practice (GMC) – this is your governing body