



# Faculty of Public Health

of the Royal Colleges of Physicians of the United Kingdom

Working to improve the public's health

## FPH Revalidation Service Fee Policy

### Introduction

Participation in the revalidation process and annual strengthened appraisal is a requirement for revalidation in order for you to retain your licence to practice with the GMC.

FPH is legally required, under the 2010 Responsible Officer regulations, to act as the designated body for doctors as described in the prescribed connection of said regulations.

This means FPH has a legal obligation to provide an annual appraisal service; recruit and train adequate numbers of appraisers for the members who will revalidate through us, the administrative and support systems in place to support annual appraisal and revalidation and provide access to an RO who will make a recommendation to the GMC regarding a doctor's fitness to practise once every five years.

FPH does not receive additional funding for our statutory duties in providing this revalidation service. The FPH Board has agreed that it is unreasonable to provide this service to a small number of members, which is not a universal requirement on all members, out of subscriptions.

**Please note:** FPH requires that a Fellow or Member must be in good standing with FPH in order to take up the revalidation service we offer. This means being up to date with subscription fees and being satisfactory in CPD. If you are not in good standing you must address the outstanding issues before FPH proceeds with your revalidation.

### Setting the fee

The fee will be reviewed each year to take account of numbers using the service and any additional costs and price changes.

### The Fee

The fee for 2018/2019 has been set at **£1353.00**. This is split into £953 (Delivery costs) and £400 (Appraisal fee)

This is an **annual** fee for any doctor/specialist using the service. Doctors/Specialists might not use the service every year (because the organisation that is responsible for a doctor's revalidation might change along with a change in the doctor's employment). Therefore the fee, recurring annually, is applicable for as long as the doctor/specialist retains a Prescribed Connection to FPH.

The annual fee covers the appraisal service, including payment, training and quality assurance of appraisers, costs associated with the Responsible Officer role and routine costs for administering and managing the system.

FPH does not offer appraisal-only services. The fee is for the service as a whole and the split of monies shown above is provided for the purpose of transparency.

Failure to pay the service fee may jeopardise your membership of the Faculty. As with any fee due to FPH, failure to pay may result in your name being put forward to the Board for removal from membership under Standing Order 15.

### Concessions

It is important to note that no concessions for retired, part-time or overseas Fellows/Members are available.

### Timings

Appraisees will initially be invoiced upon take-up of the FPH revalidation service. You will also be invoiced annually thereafter, at the start of the calendar year, for the upcoming revalidation appraisal year (which runs from April to March).

The costs associated with the revalidation service fee need to be paid by the start of the appraisal year (1<sup>st</sup> April). Therefore the fee must be paid in full by the end of April each year. It is not possible to pay the fee in monthly instalments.

If an appraisee has not paid the revalidation service fee, in full, by the end of April at the latest their appraisal meeting may not go ahead. Also, an administration fee may be charged for late payment.

### Joining partway through the revalidation appraisal year

- Members connecting to the revalidation service before the 30 September must pay the full annual fee.
- Members connecting to the revalidation service between 1 October and 31 December must pay 50% of the delivery costs. The appraisal fee is also payable if an appraisal has not been undertaken in the appraisal year prior to joining the scheme.
- Members connecting to the revalidation service between 1 January and 30 March must pay 25% of the delivery costs. The appraisal fee is also payable if an appraisal has not been undertaken in the appraisal year prior to joining the scheme.

It is your responsibility, as an appraisee, to inform FPH of any changes to your circumstances (e.g. change of designated body or relinquishing of GMC licence to practice).

### Withdrawing from the service

Should the prescribed connection of an appraisee change during the year, they are required to inform FPH, in writing, immediately. This will allow us to notify the regulator of the change in the Prescribed Connection.

### Additional charges/conditions

**Responsible Officer** - The fee includes costs associated with the Responsible Officer role.

**Multi Source Feedback (MSF)** is a requirement for revalidation at least once in every five year cycle. It is the doctor's responsibility to source, pay for and submit evidence of an MSF exercise prior to being revalidated. If you require assistance in sourcing an MSF tool FPH will provide you with information on an acceptable MSF that meets the current GMC requirements.

**Late submission of your appraisal portfolio to your appraiser** prior to your initial appraisal meeting may result in additional charges. The appraisal portfolio should be submitted to your appraiser at least 3 weeks before your agreed appraisal meeting date. If the appraisal portfolio is not received by the appraiser within the required timeframe the appraiser may cancel this meeting and an additional charge may be made for the rescheduled appraisal and the Responsible Officer's decision on this is final. The additional charge will represent the appraisal fee element of the revalidation service fee applicable at the time, see the fee split information set out on page 1 of this policy for the current fees payable.

**If the appraisal is cancelled because the required standard has not been met** the appraisal cost will not be refunded. It is the doctor's responsibility to ensure that their submitted appraisal portfolio and supporting information meets the required GMC standard and is in accordance with current guidance. A further charge may become payable for a rescheduled appraisal. The additional charge will represent the appraisal fee element of the revalidation service fee applicable at the time, see the fee split information set out on page 1 of this policy for the current fees payable.

**If an appraisal meeting is cancelled less than two weeks (14 days) before the meeting date** agreed due to the doctor's action or inaction, the appraisal costs will not be refunded. In addition, the doctor may be charged for the rescheduled appraisal. The additional charge will represent the appraisal fee element of the revalidation service fee applicable at the time, see the fee split information set out on page 1 of this policy for the current fees payable.

As stated in the FPH Revalidation Appraisal Policy, it is the responsibility of the doctor to ensure the appraisal takes place within the allocated time period.

## Refund

- The revalidation service fee is non-refundable, if a doctor withdraws from the service and the annual appraisal meeting has already taken place, no refund will be given.
- A partial refund may be considered if a doctor breaks their Prescribed Connection to FPH due to a change in their employment circumstances (e.g. retirement, change of employer, change of career) thereby no longer requiring our revalidation service. A partial refund may be granted if the doctor's annual appraisal meeting has not yet taken place. The refund will represent the appraisal fee element of the revalidation service fee applicable at the time, see the fee split information set out on page 1 of this policy for the current fees payable.

In all cases it will be for FPH and/or the Responsible Officer to determine whether a refund may be granted.