

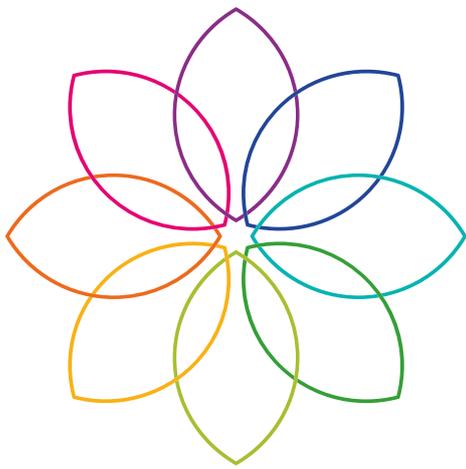
SARD

Great Technology | Great Customer Service



Medical Revalidation User Guide

Medical Revalidation User Guide



Contact SARD

Get in touch with us

If you have any questions or feedback, please contact us either by phone or email

 0208 771 4153

 support@sardjv.co.uk

 www.sardjv.co.uk

Where to find us / write to us:

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 25-27 Westow Street
 London
 SE19 3RY

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Medical Revalidation

User Guide

1 Requesting a SARD account

Access to the website is by invitation only, and accounts are set up by the administrator within your organisation. Your administrator contacts are listed on the sign in page. If you believe that you should have access to the site then you should contact one of these administrators and request an invitation.

2 Accessing SARD for the first time

Once your account has been set up, you will receive an invitation email, which will come from support@sardjv.co.uk. Click on the 'Accept Invitation' link within the email to set your own brand new password and get started. Your username is the email address that the original invitation was sent to.

Once you have set your password, you will see a welcome screen that will prompt you for information. The portfolio of supporting evidence is based upon your medical roles. You will be asked which medical roles are applicable e.g. whether you are a clinical supervisor, inpatient doctor, community doctor, psychiatrist, anaesthetist, etc. You can select as many medical roles as you wish.

You may also be asked to set your appraiser. If you don't know who your lead appraiser should be, you can leave this set to the default and change it later once you have found out. Once you are happy that you have provided the information requested you should check the confirmation box and press the "Save and continue" button.

Now that you have completed your initial setup, you will be able to access SARD from now on using your email address and password on the main sign in page.

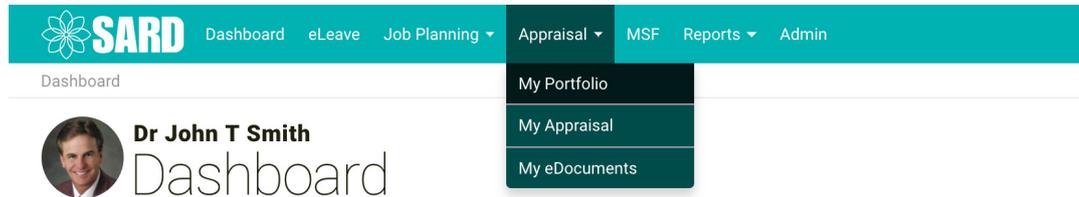
Can my PA edit my appraisal for me?



It is possible to give a PA access as a 'delegate', so that they can log in and work on your appraisal on your behalf. You can contact your revalidation administrator to request this.

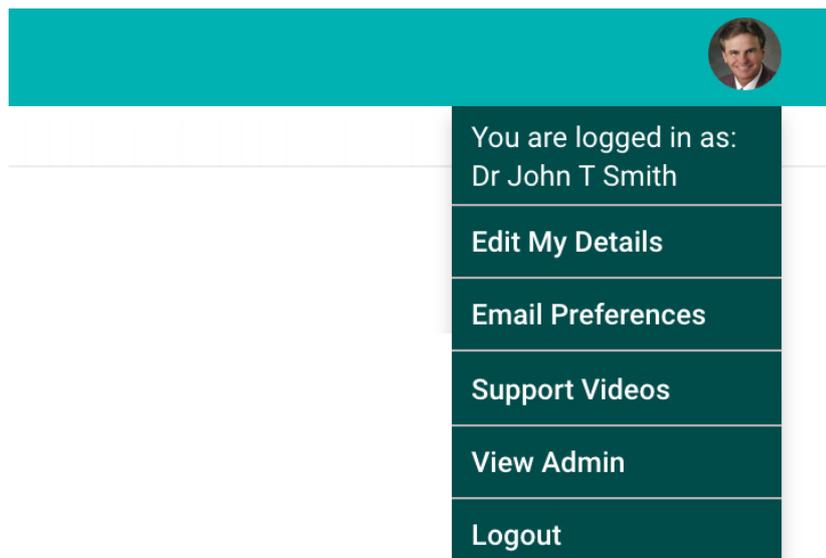
3 Navigation

Across the system, you will have tabs for 'Appraisal', 'MSF', etc. These can be clicked to then reveal a drop down menu.



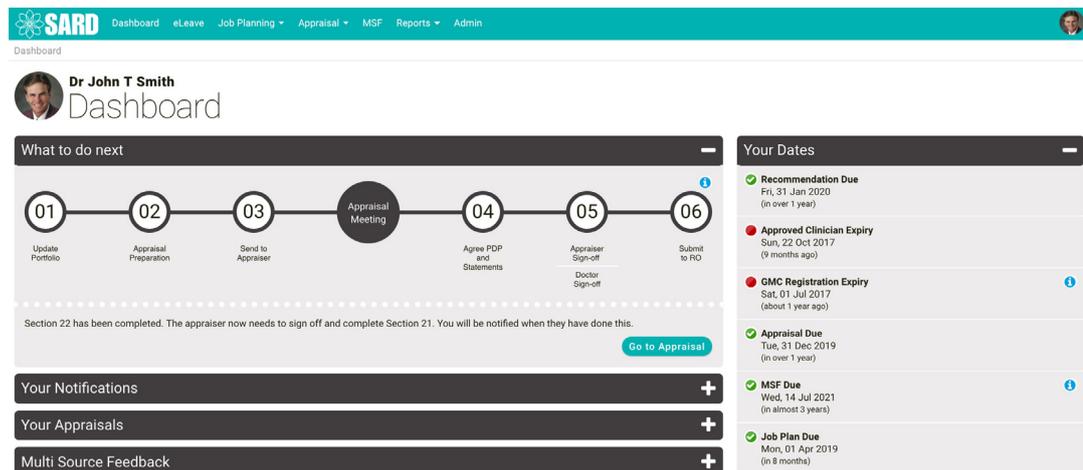
3.1 Account Dropdown

If you click on the image in the right hand corner of the top menu, which can be a photo of yourself, it will provide you with a drop down menu, listing 'Edit my details', 'Email Preferences', etc, and gives you the option to log out



4 Your Dashboard

The Dashboard is the ‘hub’ of your SARD account. It is the first page you will see when you log in, and from here you can get an overview of your progress, view any notifications you may have, and access all the various modules:



SARD Dashboard eLeave Job Planning Appraisal MSF Reports Admin

Dashboard

Dr John T Smith
Dashboard

What to do next

01 Update Portfolio → 02 Appraisal Preparation → 03 Send to Appraiser → **Appraisal Meeting** → 04 Agree PDP and Statements → 05 Appraiser Sign-off Doctor Sign-off → 06 Submit to RO

Section 22 has been completed. The appraiser now needs to sign off and complete Section 21. You will be notified when they have done this.

[Go to Appraisal](#)

Your Dates

- Recommendation Due**
Fri, 31 Jan 2020
(in over 1 year)
- Approved Clinician Expiry**
Sun, 22 Oct 2017
(9 months ago)
- GMC Registration Expiry**
Sat, 01 Jul 2017
(about 1 year ago)
- Appraisal Due**
Tue, 31 Dec 2019
(in over 1 year)
- MSF Due**
Wed, 14 Jul 2021
(in almost 3 years)
- Job Plan Due**
Mon, 01 Apr 2019
(in 8 months)

Your Notifications +

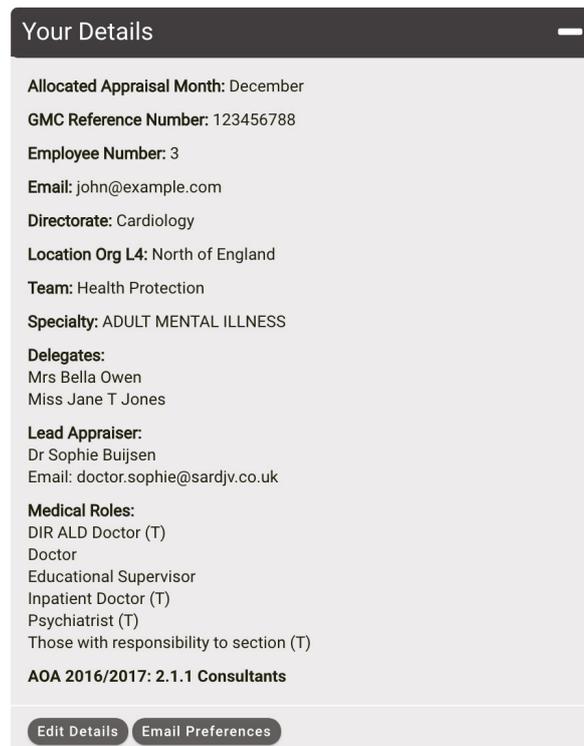
Your Appraisals +

Multi Source Feedback +

Please note this image shows an example—your actual Dashboard appearance and available modules will vary depending on your organisation and role.

4.1 Your Details panel

You can also check and change your profile details via the Dashboard, in the ‘Your Details’ panel. You can even add a photograph here if you wish.



Your Details

Allocated Appraisal Month: December

GMC Reference Number: 123456788

Employee Number: 3

Email: john@example.com

Directorate: Cardiology

Location Org L4: North of England

Team: Health Protection

Specialty: ADULT MENTAL ILLNESS

Delegates:
Mrs Bella Owen
Miss Jane T Jones

Lead Appraiser:
Dr Sophie Buijsen
Email: doctor.sophie@sardjv.co.uk

Medical Roles:
DIR ALD Doctor (T)
Doctor
Educational Supervisor
Inpatient Doctor (T)
Psychiatrist (T)
Those with responsibility to section (T)

AOA 2016/2017: 2.1.1 Consultants

[Edit Details](#) [Email Preferences](#)

4.2 Your Dates panel

On your Dashboard there are useful 'Dates' that you should keep an eye on, for example, when your MSF and Appraisal are due.

Your Dates

- ✔ **Recommendation Due**
 Fri, 31 Jan 2020
 (in over 1 year)
- **Approved Clinician Expiry**
 Sun, 22 Oct 2017
 (9 months ago)
- **GMC Registration Expiry** i
 Sat, 01 Jul 2017
 (about 1 year ago)
- ✔ **Appraisal Due**
 Tue, 31 Dec 2019
 (in over 1 year)
- ✔ **MSF Due** i
 Wed, 14 Jul 2021
 (in almost 3 years)
- ✔ **Job Plan Due**
 Mon, 01 Apr 2019
 (in 8 months)

4.3 What to do next panel

The 'What To Do Next' panel at the top of your Dashboard shows how you are progressing with your appraisal, what steps you have yet to take and in which order.

What to do next



```

graph LR
    01((01)) --- 02((02)) --- 03((03)) --- 04((04)) --- 05((05)) --- 06((06))
    style 01 fill:#008000,color:#fff
    style 04 fill:#333,color:#fff
    style 06 fill:#333,color:#fff
  
```

Next you should complete your portfolio.
 Evidence should be added for each section of your portfolio, then the section marked as green, amber or N/A. You cannot submit your appraisal unless every dataset in your portfolio is marked green, amber or N/A.

[Go to Portfolio](#)

4.4 Notifications

Here you can see any recent notifications, such as whether your appraiser has looked at your appraisal after you've submitted it, or if your administrator has uploaded some files for you.

Your Notifications —

You can now archive your notifications by clicking the tick icon.

Thu, 02 Apr 2020

- Dr Chris T Stevens updated Section 21 of your Appraisal Feb 2020 - 01:00PM ✔
- Dr Chris T Stevens updated Section 21 of your Appraisal Feb 2020 - 12:58PM ✔
- Dr Chris T Stevens has been named as your lead appraiser - 12:58PM ✔
- Dr Chris T Stevens has been named as your lead appraiser - 12:58PM ✔
- Your Appraisal Feb 2020 has been reopened - 12:53PM ✔

Wed, 01 Apr 2020

- Your Appraisal Feb 2020 has been submitted to the RO and is now complete - 03:13PM ✔

Mon, 23 Mar 2020

- Mrs Bella Owen approved a leave period (for 28 Mar 2019 to 29 Mar 2019) - 01:54PM ✔
- Mrs Bella Owen approved a leave period (for 14 Apr 2020) - 01:54PM ✔

Mon, 16 Mar 2020

- Dr John T Smith's Job Plan Mar 2020 - Mar 2021 was modified - 03:52PM ✔
- Dr John T Smith's Job Plan Mar 2020 - Mar 2021 was modified - 02:59PM ✔

[See All Notifications](#)

4.5 Starting a new appraisal

If you have no appraisal open, you can start a new one by clicking on 'New Appraisal'. This will prompt you to enter the date on which the appraisal meeting is due to take place. If you don't know the exact date just give an estimate. The proposed meeting date can be changed later in Section 3 of your appraisal. You will be redirected to your Dashboard, where you can start filling out your Portfolio and subsequently your appraisal.

What to do next —

Your appraisal is due on: Sat, 28 Feb 2015. i

Click on 'New Appraisal' to get started. This will create your portfolio and appraisal form:

New Appraisal

5 How SARD Works

–The Portfolio & Appraisal system

Once you have started your appraisal you will have access to the portfolio, which is used to gather evidence throughout the year and the appraisal form, which is based on the GMC MAG form and should be completed after your portfolio.

5.1 The Portfolio

The Portfolio is where you can store evidence and reflect upon it. Think of it as a sort of filing cabinet, where you can upload documents as you get them across the year, rather than having to rush everything at once at appraisal time. You can even use it to gather evidence over a number of years, keeping an ongoing store alongside your appraisal.

The sections on your portfolio will vary depending on your organisation and your medical roles. The portfolio looks similar to this:

Dr John T Smith

Portfolio Feb 2020

Download as PDF
Go to Appraisal

Appraiser Stuff			
<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"> 1 Good Medical Care (T) <ul style="list-style-type: none"> ✔ Appraiser Stuff ✔ Discharge Notifications (T) </div> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"> 2 Clinical Activity Data (T) <ul style="list-style-type: none"> ✘ Cancelled appointments (T) ✘ Care reviews (T) ✘ DNA rate (T) ✘ Ward rounds (T) </div> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"> 3 Non-Clinical Activities (T) <ul style="list-style-type: none"> ✘ Non-Clinical Activities (T) </div> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"> 4 Maintaining Good Practice (T) <ul style="list-style-type: none"> ✘ Peer supervision (T) </div> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"> 5 Continuing Professional Development (T) <ul style="list-style-type: none"> ✘ Continuing Professional Development (CPD) (T) ✘ Mandatory & Essential Skills Training (T) ✘ RC Psych CPD certificate (T) </div> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"> 6 Teaching (T) <ul style="list-style-type: none"> ✔ Educators Appraisal ✘ Feedback from teaching (T) ✘ Teaching (T) </div> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"> 7 Relationships with Patients (T) <ul style="list-style-type: none"> ✔ 360 degree patient feedback (T) ⚠ Complaints & Incidents (T) ✘ Patient Reported Experience Measures (PREM) (T) ✘ Patient Reported Outcome Measures (PROM) (T) </div> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"> 8 Working with Colleagues (T) <ul style="list-style-type: none"> ✘ 360 degree colleague feedback (T) ✘ MDT working practice (T) </div>	<div style="background-color: #4CAF50; color: white; padding: 5px; margin-bottom: 10px;">Appraiser Stuff</div> <p>Notes</p> <div style="display: flex; justify-content: space-between; border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Not Started In Progress Complete Not Applicable </div> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <h3>Evidence</h3> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>New Evidence</p> <p>Please enter a description of the evidence you have for this section. You can either upload a document or just make a note of any paper-based evidence that you may have and click 'Create Evidence'. Setting an expiry date will ensure that any out of date evidence will no longer be included in following appraisals. N.B. Setting an expiry date will not remove the document after this date.</p> <p>Description: <input style="width: 100%; height: 40px;" type="text" value="Type your evidence here..."/></p> </div> <p>As of April 2020, your portfolio evidence will not be copied into your next appraisal's portfolio by default.</p> <ul style="list-style-type: none"> If you wish to keep evidence for your next appraisal, please tick the checkbox below. If your evidence includes an expiry date of its own, or you wish to keep it over the next few appraisals, please enter an expiry date below. <p><input type="checkbox"/> Keep Evidence for Next Appraisal</p> <p>OR</p> <p>Enter Expiry: <input style="width: 80%;" type="text"/></p> <div style="text-align: right; margin-top: 10px;"> Attach eDocument Create Evidence </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 60%; text-align: center; vertical-align: top;"> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="border: 2px solid #4CAF50; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">E</div> <div>3 appraisals</div> </div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="border: 2px solid #4CAF50; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">E</div> <div>updating appraiser checklist</div> </div> </td> <td style="width: 40%; text-align: right; vertical-align: top; padding: 5px;"> <p>Expires: not given</p> <p style="font-size: 0.8em;">✎ ✕</p> <p>Expires: 31/03/2020</p> <p style="font-size: 0.8em;">✎ ✕</p> </td> </tr> </table>	<div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="border: 2px solid #4CAF50; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">E</div> <div>3 appraisals</div> </div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="border: 2px solid #4CAF50; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">E</div> <div>updating appraiser checklist</div> </div>	<p>Expires: not given</p> <p style="font-size: 0.8em;">✎ ✕</p> <p>Expires: 31/03/2020</p> <p style="font-size: 0.8em;">✎ ✕</p>
<div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="border: 2px solid #4CAF50; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">E</div> <div>3 appraisals</div> </div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="border: 2px solid #4CAF50; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">E</div> <div>updating appraiser checklist</div> </div>	<p>Expires: not given</p> <p style="font-size: 0.8em;">✎ ✕</p> <p>Expires: 31/03/2020</p> <p style="font-size: 0.8em;">✎ ✕</p>		

My portfolio page is blank!



If your portfolio page is coming up blank, with no numbered sections, it is likely that your Medical roles have not been set properly. Please ensure you have the correct Medical Roles selected via the 'Edit my Details' section on your Dashboard. If this problem still persists, then contact us on the Live Chat and we will remedy this for you quickly.

When you start on SARD you are required to fill in your portfolio first. The portfolio saves all your documentation and automatically links your evidence to the relevant parts of your appraisal. If you make sure you do your portfolio first it will save you a lot of time when you come to filling in your actual appraisal!

5.2 Finding your way around the portfolio

When you navigate to the portfolio you will see a series of sections down the left hand side of the page. These will all be red to begin with. As you work on each section, you need to click the buttons within them to change the status to reflect your progress:



Red: means you haven't started working on the section yet

Amber: means that you have started working on the section but need to come back and add more later

Green: means that you have added evidence and consider the section to be complete.

N/A: this section is not applicable to you.

You can only submit your appraisal once all sections of the portfolio are marked green, amber or N/A!

5.3 Uploading evidence to your portfolio

Remember to remove any patient identifiable information before you upload your document! Data should be modified either electronically (e.g. by editing a Word document to replace names with XXX), or by using correction fluid or opaque marker on a hard copy document before scanning.

What file types can I use?



There is no limit to the amount or type of files you can upload to your portfolio or appraisal. However, do bear in mind that your appraiser will need to be able to open them, so PDFs, Word and Excel documents are usually the most accessible. If you need to upload the contents of an email, we advise you copy and paste it into a Word document first.

First, enter a description that explains the content of the evidence:

Evidence

New Evidence

Please enter a description of the evidence you have for this section. You can either upload a document or just make a note of any paper-based evidence that you may have and click 'Create Evidence'. Setting an expiry date will ensure that any out of date evidence will no longer be included in following appraisals. N.B. Setting an expiry date will not remove the document after this date.

Description:

As of April 2020, **your portfolio evidence will not be copied into your next appraisal's portfolio by default.**

- If you wish to keep evidence for your next appraisal, please tick the checkbox below.
- If your evidence includes an expiry date of its own, or you wish to keep it over the next few appraisals, please enter an expiry date below.

Keep Evidence for Next Appraisal

OR

Enter Expiry:

E

Course certificate Dec 2019

Test

Expires: not given

Next, click on 'Attach Document'. You will see this window:

New eDocument
Existing eDocument

Attach New eDocument

Title

File

Progress

Type a name for your evidence (if you leave this blank it will just fill it in with the filename), and click 'Choose File' to browse your computer for the document you wish to upload. Once you have chosen it, click 'Add New Document'

When you have added the document, you have the option to indicate if the evidence should be kept in your portfolio for your next appraisal. If so, please tick the checkbox available. Alternatively, if the document has an expiry date of its own, or if you wish to keep it for a number of appraisals, you may select an expiry date from a drop down calendar. If the evidence is only for this appraisal, you may follow the next step.

How do expiry dates work?

Adding an expiry date is not mandatory, but is useful for evidence with a specific expiry date, for example a course certificate, or for evidence you wish to appear in a number of appraisals. Evidence ceases to appear in new appraisals opened after the expiry date. It will continue to appear in any appraisal for which it is valid, for even a part of the period the appraisal covers.

Example: Dr Quinn's appraisal runs from 1st April to 31st March. They have a piece of evidence with an expiry date of 25th March. The evidence remains on this appraisal all year. When the medic opens a new appraisal on the following 1st April, the evidence will no longer appear.

You may upload multiple documents to one piece of evidence by following the same process to attach the files. Once you have attached the file/s, and indicated if the evidence should be carried forward to your next appraisal, press 'Create evidence' to save this entry to your portfolio. The evidence will appear in your portfolio like this:



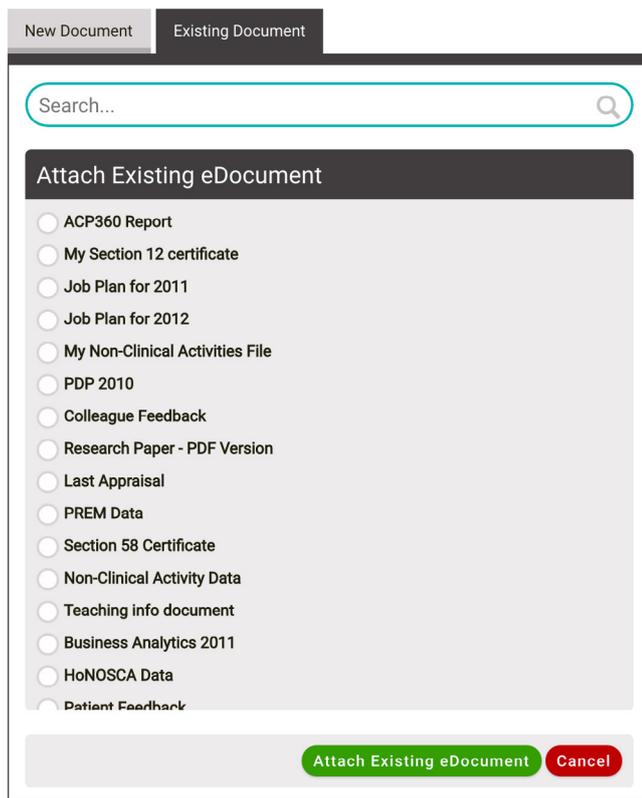
The evidence I am uploading to the portfolio is appearing twice

This is usually an issue with browser caching—the 'duplicate' evidence is in fact just a mirror, not really a second upload. Refreshing the page by pressing F5 will normally solve this.

If it continues happening, we recommend you clear your cache. Instructions for doing that on different browsers can be found here: <http://refreshyourcache.com/en/cache/>

5.4 Using the same file multiple times

If one file is relevant to several sections of your portfolio, you don't need to upload it from scratch every single time. When you click 'Attach Document', you can click on the 'Existing Document' tab on the pop up window that appears. Here all your previously uploaded files will appear and you can select the file from the list.



Can I upload lots of documents at once?

As well as uploading directly to your portfolio, you can attach documents to an email and send it to send@edocs.sardjv.co.uk. You can attach multiple documents at once, up to a total of no more than 20MB.

These attachments will appear in your eDocuments page. You can access this by selecting the 'Appraisal' tab and then 'My eDocuments' from the drop down menu. You can then attach them to your portfolio by following the instructions above for adding an existing document.

The email needs to be sent from the address that you use to sign in to your SARD account.

5.5 Comments/Reflection

Here you can leave additional comments regarding the section you've just filled in. For instance if you have a reason why there is not yet any evidence in a particular section, you can leave a comment in this box and your appraiser will be able to see it.

5.6 Private Notes

Here you can leave notes that only you can see, not your appraiser. This might be useful if you want to write something to remind yourself of evidence you need to come back to.

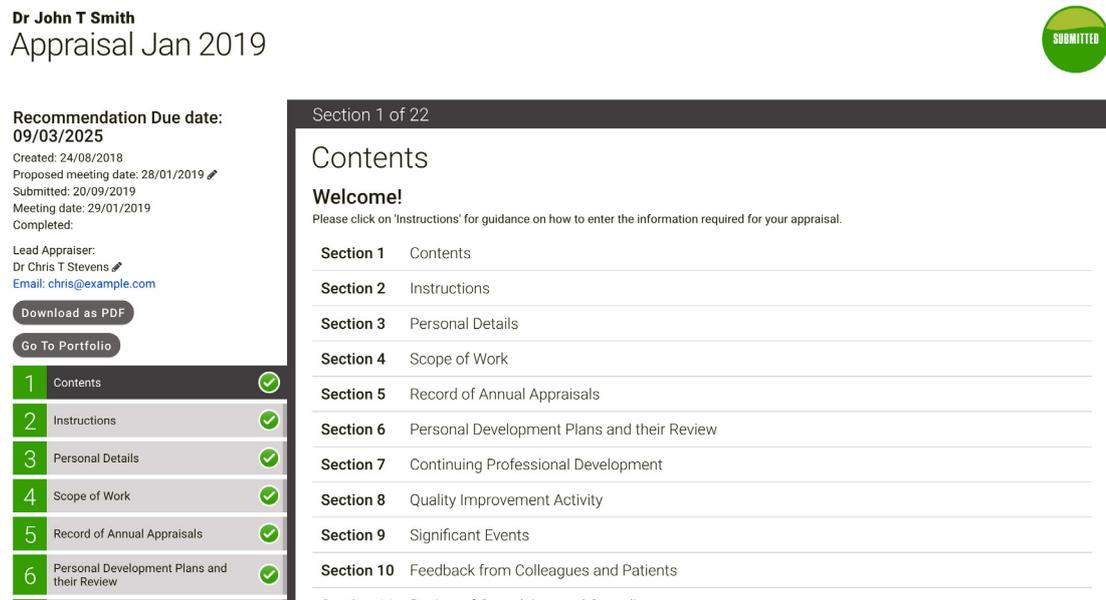
What next?

Once all the sections of your portfolio have been marked green, amber or N/A, you should move on to your appraisal. You can find this by clicking on the 'Appraisal' tab and then 'My Appraisal' or by clicking the 'Go To Appraisal' button on the top left of the portfolio page.

(see next page)

6 The Appraisal

The appraisal page is based on the GMC MAG form and will look similar to this:



Dr John T Smith
Appraisal Jan 2019

Recommendation Due date:
09/03/2025

Created: 24/08/2018
Proposed meeting date: 28/01/2019
Submitted: 20/09/2019
Meeting date: 29/01/2019
Completed:

Lead Appraiser:
Dr Chris T Stevens
Email: chris@example.com

[Download as PDF](#)
[Go To Portfolio](#)

Section 1 of 22

Contents

Welcome!
Please click on 'Instructions' for guidance on how to enter the information required for your appraisal.

- Section 1** Contents
- Section 2** Instructions
- Section 3** Personal Details
- Section 4** Scope of Work
- Section 5** Record of Annual Appraisals
- Section 6** Personal Development Plans and their Review
- Section 7** Continuing Professional Development
- Section 8** Quality Improvement Activity
- Section 9** Significant Events
- Section 10** Feedback from Colleagues and Patients
- Section 11** Review of Complaints and Compliments

On the top left of the screen you can see some headline information about your appraisal:

Recommendation Due date:
09/03/2025

Created: 24/08/2018
Proposed meeting date: 28/01/2019
Submitted: 20/09/2019
Meeting date: 29/01/2019
Completed:

Lead Appraiser:
Dr Chris T Stevens
Email: chris@example.com

[Download as PDF](#)
[Go To Portfolio](#)

Created: the date that you opened this appraisal.

Proposed meeting date: this is the date your appraisal meeting is due to take place, it can be changed in section 3.

Submitted: the date your appraisal was submitted to your appraiser.

Meeting date: this is filled in automatically when your appraisal is completed and shows the day you met with your appraiser.

Completed: this is filled in automatically when your appraisal is completed and shows the day the last party signed it off–this is your official appraisal completion date.

Beneath these are the details of your lead appraiser.

How do I change my appraiser?

Some trusts allocate appraisers centrally, and in this case you would need to contact your revalidation support office. However, if your trust lets you choose your own appraiser, you can change them in Section 3 of your appraisal—your Personal Details section. Simply select your new appraiser from the drop down box and click ‘Save’. If your appraisal has already been submitted, it will be withdrawn from your old appraiser and automatically re-submitted to the new one.

* Lead Appraiser 

If your appraiser is greyed out or not listed in the box then please contact your organisation's administrator:

 [Mrs Bella Owen](#)

How do I add an additional/academic appraiser?

You can do this in Section 3 of your appraisal. Just answer ‘yes’ to either of the questions below and you will be able to enter the name and email address of your additional or academic appraiser:

Are you a clinical academic who requires an academic appraiser under the Follett principles? If your lead appraiser is your academic appraiser, please select No.  Yes No

* Academic appraiser's name

* Academic appraiser's email

Do you require an additional appraiser?  Yes No

* Additional appraiser's name

* Additional appraiser's email

The additional/academic appraiser does not need to have their own SARD account. Instead, when you submit your appraisal, they will receive an email notification with a link that they can click to view your appraisal and portfolio. It is very important therefore that you make sure the email address is accurate!

6.1 Finding your way around the appraisal

Depending on your organisation, your appraisal is made up of 21 or 22 sections, and you can move between them by clicking on the section headings on the left of the page. To prepare for your appraisal you are required to fill in all sections down as far as the red 'Submit to Appraiser' button.

Evidence in the portfolio is automatically linked to the relevant sections of your appraisal, so if you have already completed your portfolio you will find that a lot of your work here is already done. You should not need to add very much evidence to the appraisal itself.

Once you have completed a section you can click the green 'Mark as Complete' button, which will change the number of the section to a green colour.

Please note: You will need to press the 'Save Section' button at the bottom of the section you are working on if you want to save your information. Navigating away from a section before saving will lose all your entered data.

6.2 Submitting your appraisal

Once you have marked everything down to the 'Submit to Appraiser' button complete and all sections of your portfolio are marked green, amber or N/A, you will be able to click the button to submit the appraisal to your appraiser.

6.3 How do I know if my appraisal has been submitted?

The label in the top right of the appraisal page shows its status:



DRAFT Only you can see it



SUBMITTED Your appraiser can now review it



COMPLETE All sections have been signed off by you and your appraiser

Can I add evidence after my appraisal has been submitted?



You can continue to edit your appraisal and portfolio right up until it is fully signed off by yourself and your appraiser. Your appraiser will be notified by email of any changes you make.

How do I change my meeting date?

You can change your appraisal meeting date in Section 3 of your appraisal. Please note though that this does not affect your appraisal due date as shown on your Dashboard—this will always show the date your appraisal needs to be completed by, regardless of when you have booked your meeting.

Appraisal Details

* When your appraisal meeting is due to take place (dd/mm/yyyy)	<input type="text" value="28/01/2019"/>
* Lead Appraiser	<input type="text" value="Stevens, Dr Chris T"/> <small>If your appraiser is greyed out or not listed in the box then please contact your organisation's administrator: ✉ Mrs Bella Owen</small>
Are you a clinical academic who requires an academic appraiser under the Follett principles? If your lead appraiser is your academic appraiser, please select No. 	Yes <input type="radio"/> No <input checked="" type="radio"/>
Do you require an additional appraiser? 	Yes <input type="radio"/> No <input checked="" type="radio"/>

7 Completing the appraisal

Your appraiser will receive a notification that you have submitted your appraisal and will be able to have a look through it prior to your meeting. When you meet with your appraiser you can discuss the appraisal and devise a personal development plan. After the meeting yourself and your appraiser will need to work through the final sign off sections, marking them as complete as you go. Once the final section has been completed the appraisal will automatically lock down and be marked as 'Complete'. A read only version will be sent to the RO and your appraisal process is finished!

7.1 Can I download a copy of my completed appraisal?

On the Dashboard, Appraisal and eDocuments pages, you can download a copy of your completed appraisal or portfolio as a PDF by clicking the link that has a download icon next to it.

Your Appraisals		
Appraisal Feb 2020	eDocs	submitted 
Submitted Thu, 13 Feb 2020	Portfolio Feb 2020	
Reopened on: 02 April 2020		
Appraisal Feb 2020	eDocs	draft 
Draft No Date	Portfolio Feb 2020	
Appraisal Jan 2019	eDocs	submitted 
Submitted Tue, 29 Jan 2019	Portfolio Jan 2019	
Reopened on: 14 May 2020		
Appraisal Sep 2018	eDocs	submitted 
Submitted Sun, 16 Sep 2018	Portfolio Sep 2018	
Reopened on: 14 May 2020		
Appraisal Dec 2016	eDocs	complete 
Complete Mon, 05 Dec 2016	AppraisalPDF  PortfolioPDF  Medical Educators Framework Areas PDF  SummaryPDF  Portfolio Dec 2016	
Appraisal Nov 2015	eDocs	complete 
Complete Mon, 09 Nov 2015	AppraisalPDF  PortfolioPDF  Medical Educators Framework Areas PDF  SummaryPDF  Portfolio Nov 2015	

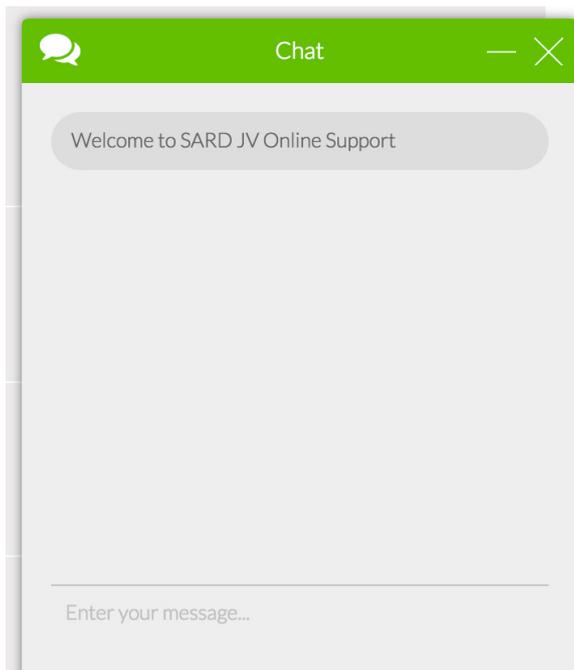
8 Starting your next appraisal

If you wish, you can open a new appraisal right away after completing your last one. You will find that your portfolio will reopen with any evidence that was indicated to keep for the next appraisal. You can remove evidence and add new evidence as required to update it ready for your next appraisal. This won't affect any evidence on completed appraisals.

9 Help and Support

If you require some additional help, we have online support available every weekday between 9-5 via our Online Chat System. Just click on the green button in the bottom left of your screen to open a chat window:

LIVE SUPPORT ONLINE



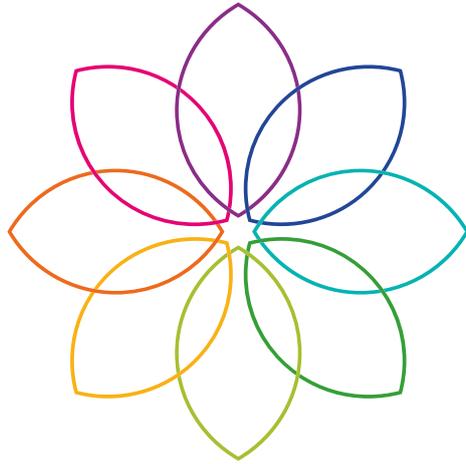
9.1 Out of hours support



Need support out of hours? Click on the 'help and feedback' button in the bottom right of your screen:

This will open a support window—on the left you'll find links to Knowledge Base articles. If you can't find the answer to your question there, fill out the 'contact support' form on the right and someone will get back to you as soon as we're back in the office. If you have feedback or would like us to make any changes to SARD, please leave fill out the form found under the 'Give Feedback' tab.

As usual let us know if you have any questions or comments via the live chat system or via email at support@sardjv.co.uk.



Our promise is simple:
Great Technology and
Great Customer Service.

SARD

Great Technology | Great Customer Service



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