**FAQ’s - Appraisal and Revalidation for Non Training Clinical Fellows**

**Foundation & ST1+ Level**

**August 2025**

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| **Question**  | **Answer**  |
| **What is the appraisal completion deadline for Clinical Fellows**? | The appraisal completion deadline for Clinical Fellows is normally dependent on their contract end date. Clinical Fellows with contracts ending in August 2026 should complete their appraisal by the end of July 2026, and those with contracts ending in February 2026 should complete their appraisal by the end of January 2026. ***However, should you be due to revalidate this year, your appraisal should be completed where possible one month in advance of your revalidation submission date in order to allow adequate time for review and revalidation recommendation agreement.*** |
| **I don’t have an appraiser, who do I contact?**  | Your appraisal will be conducted by your named Educational Supervisor, who you will be matched with on the SOAR system.If you require an Educational Supervisor to be assigned please inform the Medical Appraisal & Revalidation Team by emailing ggc.medical.revalidation@nhs.scot |
| **I am a Clinical Fellow filling a Foundation level post. Where do I record and upload my appraisal evidence?**  | The basis of your annual appraisal with NHSGGC will be the completion of the NES Professional Portfolio and also SOAR. The information contained within your ePortfolio should be reviewed by your Educational Supervisor. In addition to completing your ePortfolio, all SOAR sections must also be completed. Please note the SOAR sections requiring completion below:* My practice
* PDP
* Self declaration statements
* Supporting information

If the required areas on SOAR are not completed a Form 4 (final summary of appraisal discussion) cannot be generated by your Educational Supervisor. |
| **I am a Clinical Fellow filling an ST1 level and above post. Where do I record and upload my appraisal evidence?** | The basis of your annual appraisal with NHSGGC will be the completion of an ePortfolio and also SOARYou can complete the NES Professional Portfolio or alternatively can access the ePortfolio of your Royal College.If you are not a member of a Royal College, you can apply for access to the ePortfolio and claim the costs back via the study leave budget. The information contained within your ePortfolio should be reviewed by your Educational Supervisor. SOAR is the online system on which your final summary of appraisal discussion will be recorded. In addition to your ePortfolio, SOAR must also be completed in order to allow the Form 4 to be completed by your Educational Supervisor on SOAR. SOAR sections requiring completion are as follows: * My practice
* PDP
* Self Declaration statements
* Supporting information (when completing the supporting information categories you do not require to duplicate information already contained within your ePortfolio, but you can refer to supporting evidence contained within the ePortfolio, upload additional information, certificates, screenshots etc).

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| **How do I access the NES Professional Portfolio for Clinical Fellows?**  | If you have a Turas account, please follow the attached guide to add the Clinical Fellow profile: [NES Professional Portfolio Guidance for Clinical Fellows - NHSGGC](https://www.nhsggc.scot/downloads/nes-professional-portfolio-guidance-for-clinical-fellows/) and follow the guidance for use.Should you not already have a Turas account please register for one: [here.](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnhsefs.b2clogin.com%2Fnhsefs.onmicrosoft.com%2Fb2c_1a_turas_signup_prd%2Foauth2%2Fv2.0%2Fauthorize%3Fclient_id%3Dc012c0a5-88e3-4681-a9d9-617ba36d2011%26redirect_uri%3Dhttps%253A%252F%252Fturasdashboard.nes.nhs.scot%252F%26response_type%3Did_token%26scope%3Dopenid%26state%3DOpenIdConnect.AuthenticationProperties%253DMA1QyxQ3x_FFjQDlZNl7x_UTKnrhUfNa-hw1ikUOTTMnx4wNZ3Djz34_HQA5G2jXRsovup3JEYRD-nI40QBU3PYy1XCimWXqjBlBBPPCN3bDTeN9VyVJ8n5kGBKVAe6P9srGATq1cKnFBbymXKdEOkYTbaKUuZIQEWhNseLBuQVekSJnAqRA05rErqgH_3w0%26response_mode%3Dform_post%26nonce%3D637916751995643932.MTBjY2M4NTItYmY1MC00N2Q1LTk3ZDUtOTdkNzg4MzZiM2IxNmZjZTg3MjYtYzM0MS00MDI3LTg1ZjgtYTk3ZTJlOGY5MjVh%26OpenIdApplicationId%3D0c6117db-8794-474c-8596-c91798d4538a%26x-client-SKU%3DID_NET461%26x-client-ver%3D5.3.0.0&data=05%7C01%7CCarol.Allen%40ggc.scot.nhs.uk%7C011b5a9628414ccf524b08db6db2d4c2%7C10efe0bda0304bca809cb5e6745e499a%7C0%7C0%7C638224387045870160%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=zb%2BG%2Byw0%2BI0OpXgZpV71LVDjZCK5kgSC7wORx44JUD0%3D&reserved=0) |
| **How do I get a SOAR account?**  | You require a Turas account and link it to your SOAR user account.Please check out this [full step-by-step guidance](https://www.appraisal.nes.scot.nhs.uk/resources/soar-user-guides/step-by-step-guide/how-to-login/%22%20%5Co%20%22How%20to%20login) to assist you further. |
| **I am revalidating this year, is there anything extra I need to submit?**  | If you have not already done so in the last 5 years, in line with GMC requirements you will be required to complete Patient and Colleague Multi-Source Feedback exercises.To request a Patient Feedback exercise pack please email:ggc.medical.revalidation@nhs.scotFor the Colleague Multi-Source Feedback exercise – please click on the below link for details: <https://www.appraisal.nes.scot.nhs.uk/resources/toolkits/scottish-medical-appraisal-toolkit/domain-3/feedback-from-colleagues/nes-msf-questionnaire/>  |
| **I am an Educational Supervisor and I am not clear which sections I need to complete in SOAR?**  | You will be required to review the Clinical Fellow’s completed ePortfolio and provide a commentary on the SOAR system as follows:* Write a statement on the progression of the Clinical Fellow with reference to the e-portfolio that the Clinical Fellow is involved in
* Make comment with regards to the Clinical Fellow’s Health and Probity statements, and Multi-Source Feedback and Patient Questionnaires where appropriate
* Make reference to any Quality Assurance projects that the Clinical Fellow has been involved in

Once the appraisal is complete and you both agree on the contents it should be signed off.  |
| **Who do I contact if I need further guidance?**  | Please email: ggc.medical.revalidation@nhs.scot |