

The term 'portfolio career' covers the increasingly common situation when a psychiatrist is not in full-time employment with a single employer, but undertakes a variety of activities. This frequently follows retirement from the National Health Service (NHS), but may occur at any point of your career, either through choice or circumstance.

## What may be in a portfolio?

This table is not exhaustive, but indicates the variety of possible commitments a portfolio psychiatrist may have.

Work	Remunerated	Non-remunerated
Professional, clinical	Independent private Employed private Locum Mental health review tribunal Disability assessment Mental Health Act work Parole board work Teaching/lectures Advice for committees	Clinical, voluntary, overseas
Indirectly professional/non-clinical	Inquiries Consulting Professional writing Project work Research Medical journalism	Work for voluntary organisations

## Revalidation

With the introduction of revalidation psychiatrists will no longer be able to remain passively on the General Medical Council's (GMC) Medical Register. Each psychiatrist will have to meet the requirements for **revalidation** and **recertification** for specialist practice, which includes an **annual appraisal** covering your entire scope of practice.

All doctors on the GMC general register will have to be revalidated on a 5-yearly basis. This is based on the Good Medical Practice guidance (2013) and will include:

- annual appraisal including a standardised module agreed by the GMC
- independent 360-degree (multi-source) feedback.

Any issues concerning the doctor's conduct or practice should have been resolved before the appraisal to the satisfaction of the responsible officer (usually the medical director) and the regional GMC affiliate.

Doctors with a portfolio career will still need to revalidate to continue in many of the roles they have undertaken. They will need a responsible officer and will undertake annual appraisal which covers their entire scope of practice.

- The Royal college of Psychiatrists runs a **revalidation helpdesk** ([www.rcpsych.ac.uk/workinpsychiatry/revalidation.aspx#contact](http://www.rcpsych.ac.uk/workinpsychiatry/revalidation.aspx#contact)).

## Independent practice

### Data protection

To comply with the Data Protection Act 1998, you must register with the **Information Commissioner's Office** (<https://ico.org.uk>) if you hold records containing 'person-sensitive information': date of birth, ethnicity, confidential case notes etc.

### Workplace

You should check that your workplace is registered and inspected under the **Care Standards Act 2000**. It is also recommended that you avoid seeing patients at their home without good clinical reason, nor in your home, in isolated facilities or without a chaperone.

### Financial matters

For many portfolio doctors it is advantageous to be self-employed for tax purposes, as more professional expenses are allowable.

- It is very important, as well as a legal requirement, to keep clear **financial records**, including copies of incoming and outgoing invoices.

If you are employing staff, one of the easiest ways to organise your finances is through an **accountant** with a payroll department. They can advise on all aspects of pay, including tax and national insurance liability, contracts, grievance procedures and employer's liability insurance.

### Pension arrangements

Before you decide to reduce or cease full-time paid employment, it is advisable to check your pension position. The **NHS Pensions Agency** ([www.nhsbsa.nhs.uk/pensions](http://www.nhsbsa.nhs.uk/pensions)) will be able to tell you what your entitlement is. Your NHS human resources department may also be able to help. If you still have

questions, the British Medical Association (BMA) can offer advice, especially if you have had breaks in service ([www.bma.org.uk](http://www.bma.org.uk)). Beyond this, professional financial advice attuned to the needs of doctors may be helpful.

If a proportion of your income comes from a non-NHS source, you may also want to consider contributing to a **private pension** scheme. A good independent financial adviser can provide further details on this.

## Voluntary work

Many psychiatrists support the work of voluntary organisations. If you are working in a voluntary capacity, you still need to maintain professional requirements, especially when seeing patients. This may need clarification with the organisation concerned and there may be funds available for training and the necessary CPD. Some organisations pay expenses only.

Voluntary Service Overseas ([www.vsointernational.org](http://www.vsointernational.org)) offers well-organised opportunities for specialist work abroad.

## FAQs

### • Which group within the College can help me?

The Postgraduate Educational Services Department can advise on CPD requirements; there is also a network of regional CPD advisers. The Private and Independent Practice Special Interest Group (PIPSIG) and Faculties are developing standards and are a source of up-to-date information.

### • How can I get an appraisal or supervision if I am working outside a managed organisation?

Some NHS trusts provide appraisals for their recently retired or part-time consultants, and some employers will provide appraisal if requested. When having an appraisal, you should ensure that you present evidence, such as audits and patient surveys, for all the situations you work in. It is also important that you demonstrate that you can reflect.

The PIPSIG has information for doctors who work outside a managed organisation (<http://www.rcpsych.ac.uk/workinpsychiatry/specialinterestgroups/privateindependentpractice/revalidationproblems.aspx>).

### • What are the CPD requirements?

The College currently states 50 hours of CPD per year are necessary, in a number of domains, including clinical CPD. CPD submissions are made online subject to approval by your PDP group.

### • Do I have to keep up with CPD requirements if I am retired or work part-time?

CPD is about helping to promote good practice and it is therefore essential for all those continuing to work with patients to maintain CPD requirements.

### • How can I find a CPD group? My previous colleagues won't have me.

Keep looking, perhaps for others in the same position as yourself. College conferences and Faculty meetings are good places for making contact.

### • What is 'multi-source feedback' and how do I get it?

Multi-source feedback (360-degree appraisal) questionnaires are sent to a large number of colleagues, juniors, other staff and service users to get an overall view of clinical practice. It is compulsory for psychiatrists for relicensing and recertification.

### • Do I need to have medical indemnity cover?

The College strongly advises that you take out adequate insurance or professional indemnity cover for any part of your practice which is not covered by an employer's indemnity scheme, in patients' interests as well as your own.

## Further help and support

➤ HM Revenue & Customs ([www.hmrc.gov.uk](http://www.hmrc.gov.uk))

➤ College's CPD approval policy ([www.rcpsych.ac.uk/workinpsychiatry/cpd.aspx](http://www.rcpsych.ac.uk/workinpsychiatry/cpd.aspx))

## Notes

The information in this guide is not a substitute for professional advice. If you need further advice and support, please contact the Psychiatrists' Support Service.

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