

NHS Education for Scotland

Medical Appraisal in Scotland

Model Appraiser Role Description/Person Specification (Sec Care)

Section 1 Job Purpose

Role Title: Medical Appraiser (Secondary Care)

Accountability: The Appraiser reports to the Clinical Director who reports to the Appraisal Lead who in turn reports to the Medical Director of the local NHS Board in which they work.

The contract of employment is with the local NHS Board. Your Appraisal work will form part of your agreed Job Plan.

Purpose: Appraisal for doctors working in Secondary Care has been taking place in Scotland since 2002. However, with the advent of Medical Revalidation the requirements for the appraisal process have become critical and the need to deliver a standardised appraisal process across all sectors of Medicine in Secondary Care has become clear.

It is proposed to introduce an “enhanced” appraisal which will help develop the individual and meet the needs of medical revalidation through a national, systematic appraisal scheme. The appraisal will allow individuals to reflect on areas of strength and where change and improvement could be made. It will be linked to the General Medical Council’s (GMC) five-yearly revalidation process, which is being developed to ensure that individual doctors can demonstrate positively that they remain fit to practise.

Commitment: As agreed.

Section 2: Duties of the Job

- 1) To carry out an agreed number of appraisals with specified medical colleagues each year.
- 2) To conduct appraisals according to the aims and objectives of the appraisal scheme in Scotland.
- 3) To manage time effectively, so that time is allowed for the support, interview and paperwork for each appraisee.
- 4) To space workload effectively over the year, bearing in mind the importance of ensuring that appraisal completion is in line with service needs (appraisal should inform job planning).
- 5) To arrange all interviews with appraisees with up to 3 months' notice (unless the appraisee agrees otherwise).
- 6) Where appropriate, to link with University appraisers to ensure joint appraisal for senior clinical academics.
- 7) To contact appraisees again 4 weeks before their appraisal to confirm date and time, agree topics and agenda and address any questions or concerns from the appraisee.
- 8) To undertake preparation for the appraisal interview, reviewing the material the appraisee has submitted, with adequate time to contact the appraisee should further information be needed.
- 9) To undertake an appraisal interview which encourages the appraisee to reflect on all aspects of their medical practice and patient care within the framework of the GMC guidelines for Good Medical Practice.
- 10) To support and challenge the appraisee in their reflections regarding their practice and where appropriate to give feedback and guidance regarding the quality of supporting information produced by the appraisee.
- 11) To reflect on the results of MSF and patient feedback (where available).
- 12) To offer guidance to the appraisee about the quality of their Revalidation Portfolio and any areas which may require further development or fall short of the standard required.
- 13) To create an agreed PDP with the appraisee following the interview.
- 14) To complete all appraisal paperwork to the agreed standards as set out in the national appraisal scheme and as reviewed regularly.
- 15) To complete all appraisal record forms and summary sheets, sending all copies to the appraisee for signature within 10 days of the appraisal interview.
- 16) To ensure that feedback by the appraisee to the appraiser, for every interview, is completed where possible.
- 17) Where appropriate, to send to local administration, within 14 days of the appraisal interview, a completed Appraisal Notification Form for every appraisal completed. This is carried out electronically when using SOAR.

- 18) To contact the Health Board Appraisal Lead for help and support with difficult appraisal situations, ensuring that appraisal is carried out to agreed standards and the scheme is kept appropriately informed of difficulties that arise.
- 19) To observe the guidelines on Data Protection and Confidentiality for Medical Appraisers working in Scotland at all times.
- 20) To respond to reasonable requests for information or feedback from the local appraisal administration.
- 21) To attend local appraiser support meetings.
- 22) To attend at least one national appraisal review or training meeting per annum.
- 23) To prepare for and attend an annual performance review meeting with the Appraisal Lead and to undertake the personal development within the role that is identified from that meeting and through other sources of feedback.

24) **Section 3: Person Specification (adapted from the Revalidation Support Team specification for Appraisers)**

Person Specification for the recruitment of Medical Appraiser	Essential/ Desirable
Qualifications	
Medical Degree	E
GMC Licence to Practice	E
Completion of Appraisal Training	E
Experience	
10 years since completion of primary medical degree	E
Involvement in medical education or training	D
Skills, aptitudes, knowledge	
Interpersonal and communication skills	E
Understanding of the appraisal process	E
Understanding of the revalidation process	E
Understanding of the equality and diversity issues relevant to the role	E
Giving feedback, providing challenge	D
Understanding of learning needs assessment	D
Knowledge of local professional development and education structures	D
Personal Qualities	
Motivated and conscientious	E
Has respect of colleagues	E
Health and Physical abilities	
Psychologically capable of work as an appraiser	E