[Audio transcription of Remote Training Information]

Medical Appraiser Training
Medical Appraisal Scotland

Remote training format

How it all works

All Medical Appraiser training events run by NES is now delivered remotely as our default approach.

**Medical Appraiser training
remote delivery (via MS Teams)**

Overview of key Teams functions

Etiquettes

Logistics of how it works

Whether it's the two half-day New Appraiser training, or the half-day Refresher update session or workshops – they will all be facilitated through Microsoft Teams.

In this module, we will go over some of the key functions of Teams, the etiquettes to be mindful of, the logistics of the remote format and how it will all be run.
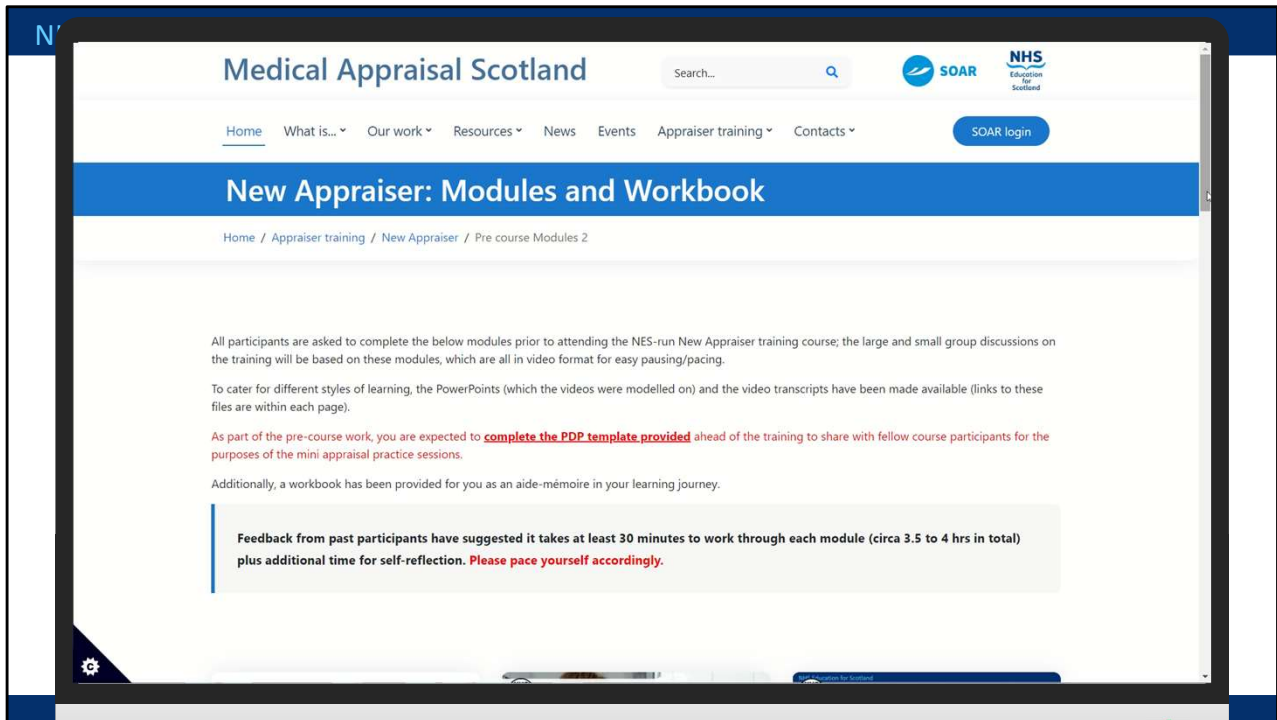
Hopefully by the time you are reviewing this, you will have completed the necessary pre-course modules in preparation to attending the training session. If not, please make sure you do so prior to attending, as all the small and large group discussions will be based on them.
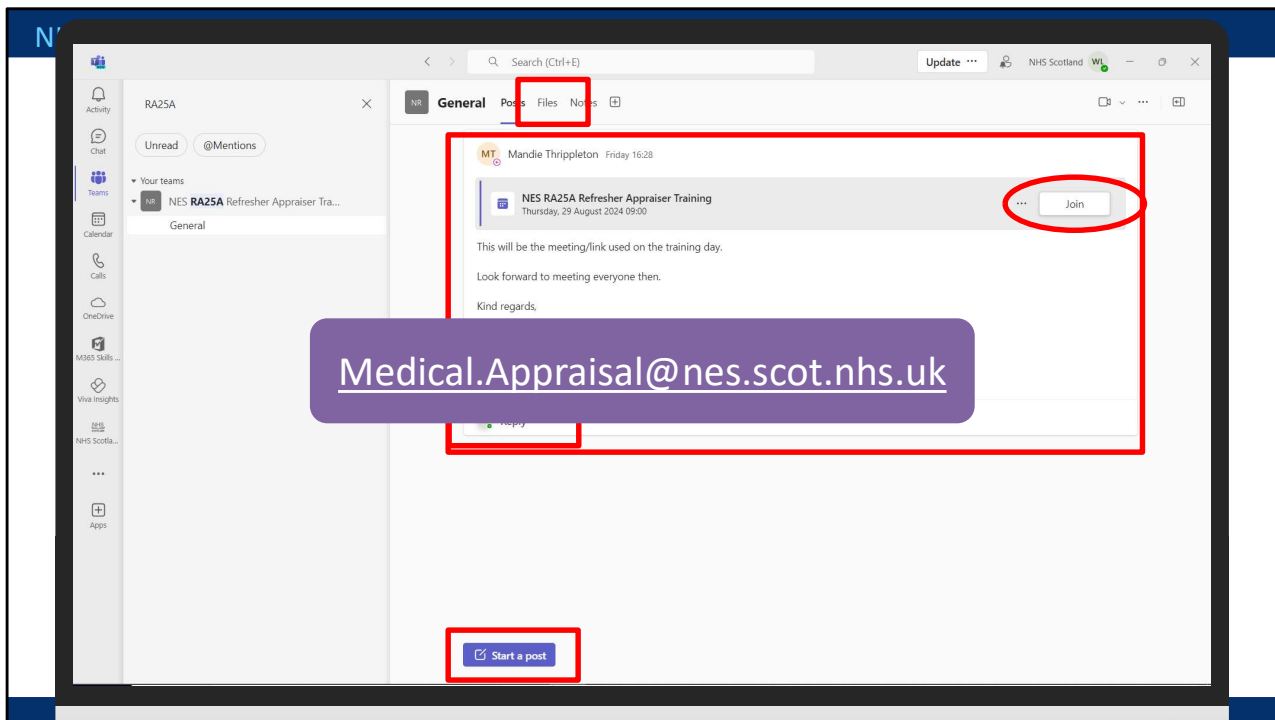
Once your place on the training course has been confirmed, you will be added to a private Microsoft Teams group and joining instructions will be sent from the Medical Appraisal inbox.

All the relevant communications will be facilitated from this Teams group and the screen should look something like this. The user interface may change over time as Microsoft updates its design to make it as user friendly as possible, but hopefully the basic functions we highlight will remain the same.

For the purposes of our appraiser training, we will utilise the following Teams functionalities:

- We will schedule meetings within this private group;
- When you are in the training meeting, we will be using the breakout function to split you into small group exercises;
- Feel free to post messages on teams to ask tutors, admins or fellow participants any queries as appropriate; and
- For those attending the New Appraiser training we will use the "Files" tab for you to upload your PDP for the mini appraisal practice session.
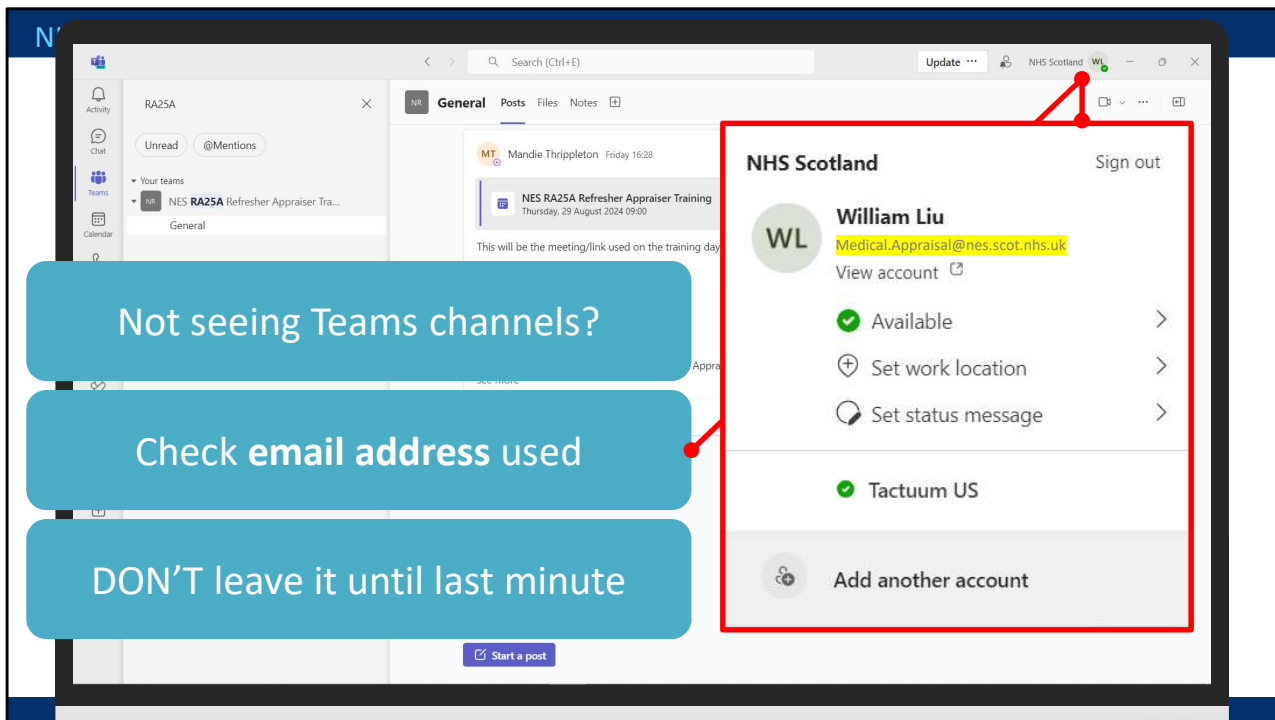
If you are not seeing the Teams group we have created, or if the chat function or the Files tab is not available to you - please check the email address you have used to login to the Teams app.

Access is restricted by the email address you give us. For example, if you use your personal email for general comms but you use your NHS email to access Teams, we need that NHS email address.

You can check this by clicking on your profile icon/picture near the top right of the screen and a pop up window should appear with your name and email address used to log in to the app. If it's different than what you gave us – get in touch and let us know.

Do not leave this until the last minute, trying to resolve Teams access is not always simple and may require further investigation.
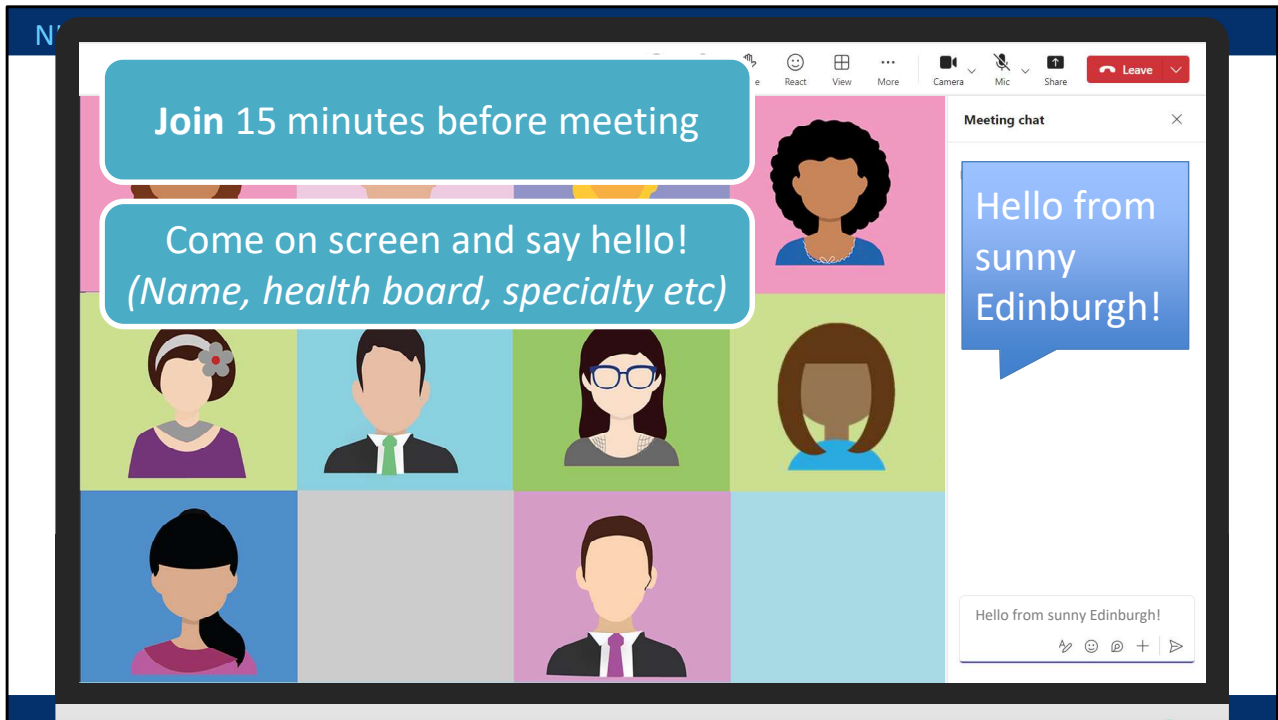
The online meeting in the General channel will open around 15 minutes before the official start time to allow you to login and test your connections with the audio and video.

You should hopefully see something that resembles the graphic on screen.

If you are connected ok, please use this time to network with your fellow participants and say hello.
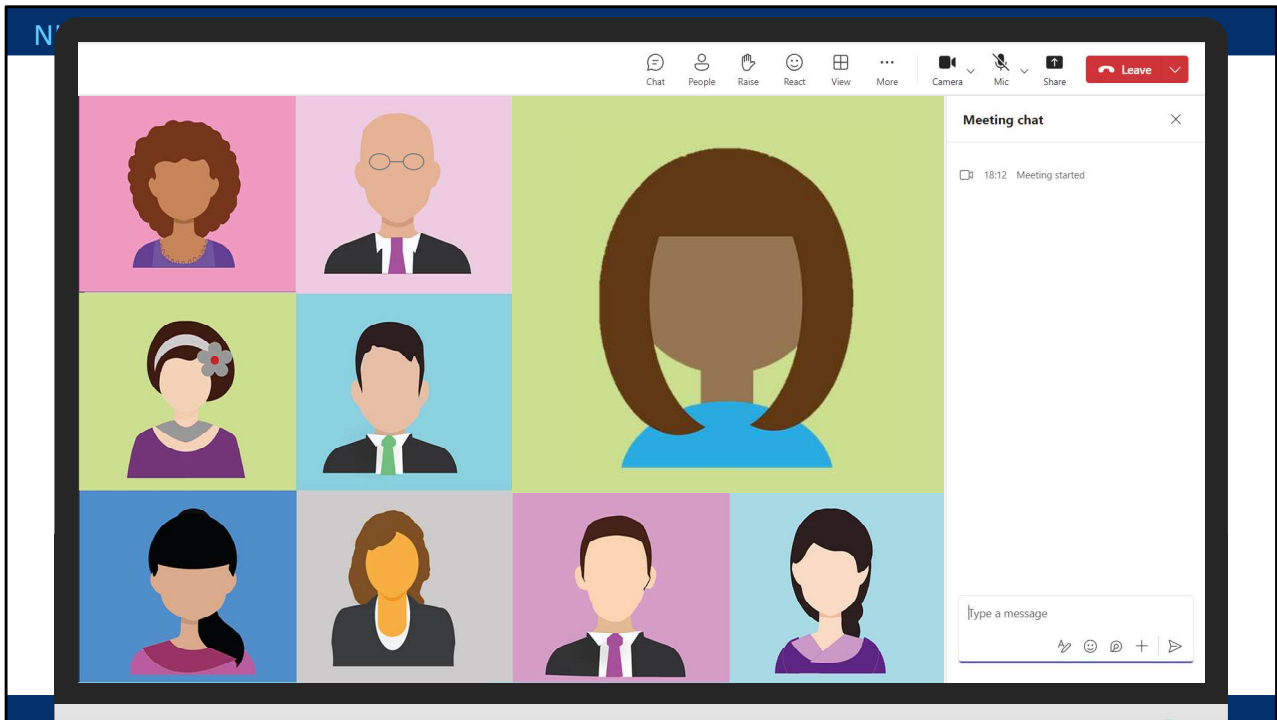
Each training course will be facilitated by a Lead Tutor and supported by other tutors. Additionally, a member of the NES Medical Appraisal team will be on hand to manage the breakout rooms and provide IT support as needed.
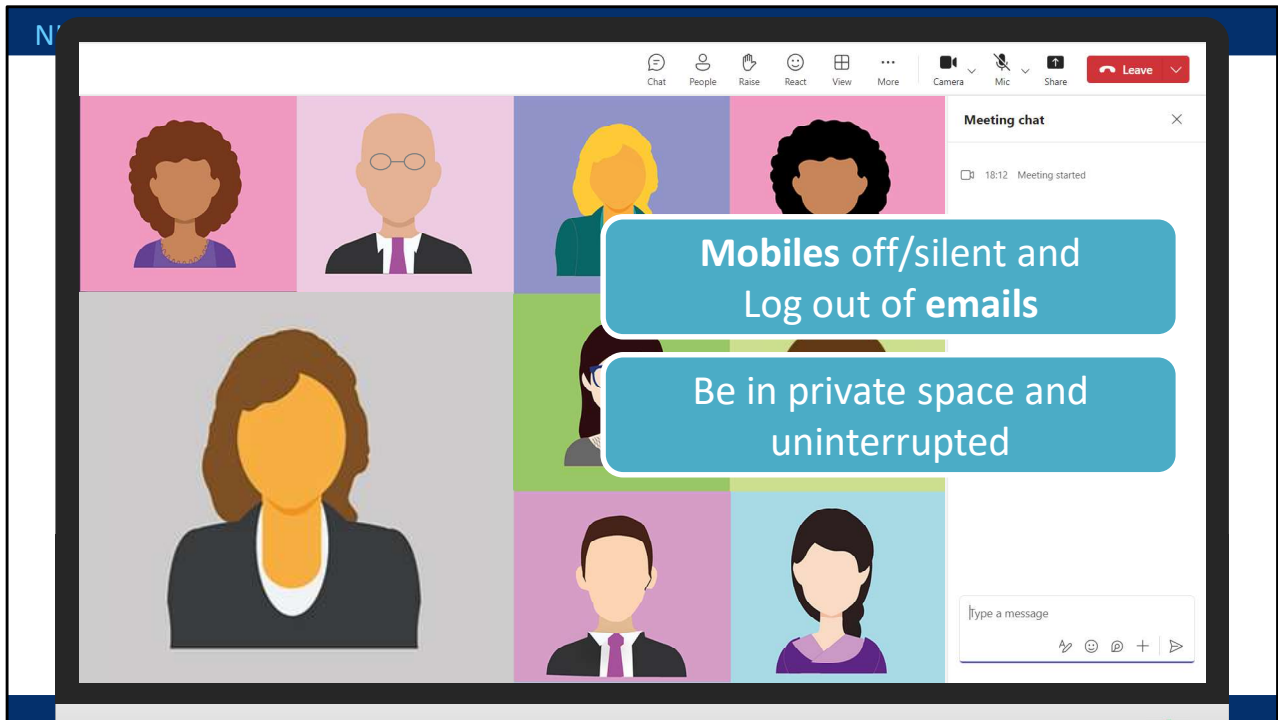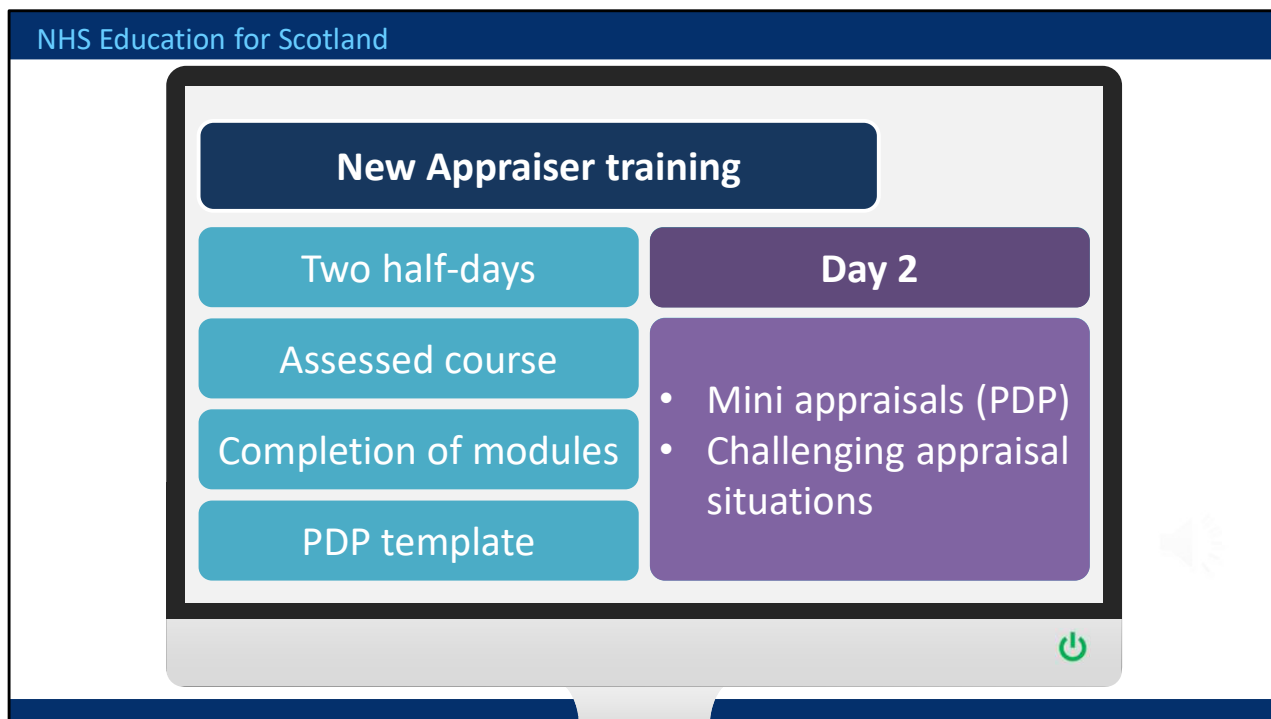
When the training formally begins, the NES admin person will welcome everyone and run through the ground rules and etiquettes. The main thing to be mindful of is to switch off your mobile or put it on silent, and also to ensure you log out of or close your email apps so you are not distracted by alerts on your phone or on screen. You've taken the time to be at the remote training, make sure you have dedicated, uninterrupted space and time.
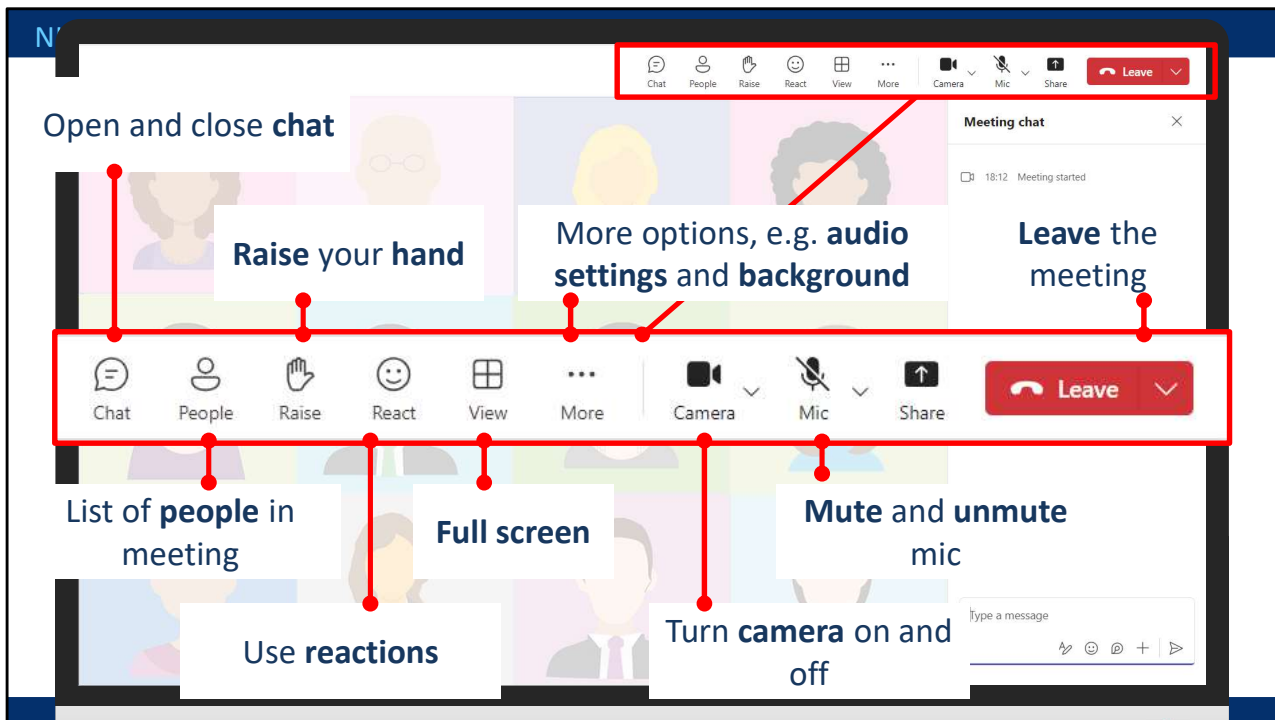
If you are not familiar with how Teams work, here's a quick guide to the main controls tool bar.

Everyone will be muted initially so during the large group discussions, please make sure to use Teams' raise hand function and unmute yourself when invited to speak; and to minimise the potential echos or other audio issues within a large group setting, please make sure to mute yourself again when finished. This won't be needed in small breakout group sessions.

So that's about it for how we run the remote sessions. Let's go into a bit more details on the New and Refresher courses.

NHS Education for Scotland

New Appraiser training

| Two half-days	Day 2
Assessed course	• Mini appraisals (PDP)
Completion of modules	• Challenging appraisal situations
PDP template	

The New Appraiser courses are run over two half-days, and participants are assessed throughout. They are expected to have completed all the modules prior to attending. This is important because the modules form the basis for all the small and large group activities across both days.

Additionally, participants are also expected to have completed a PDP template, detailing two learning items and a short description of their role (for context to the discussions).

New Appraiser training
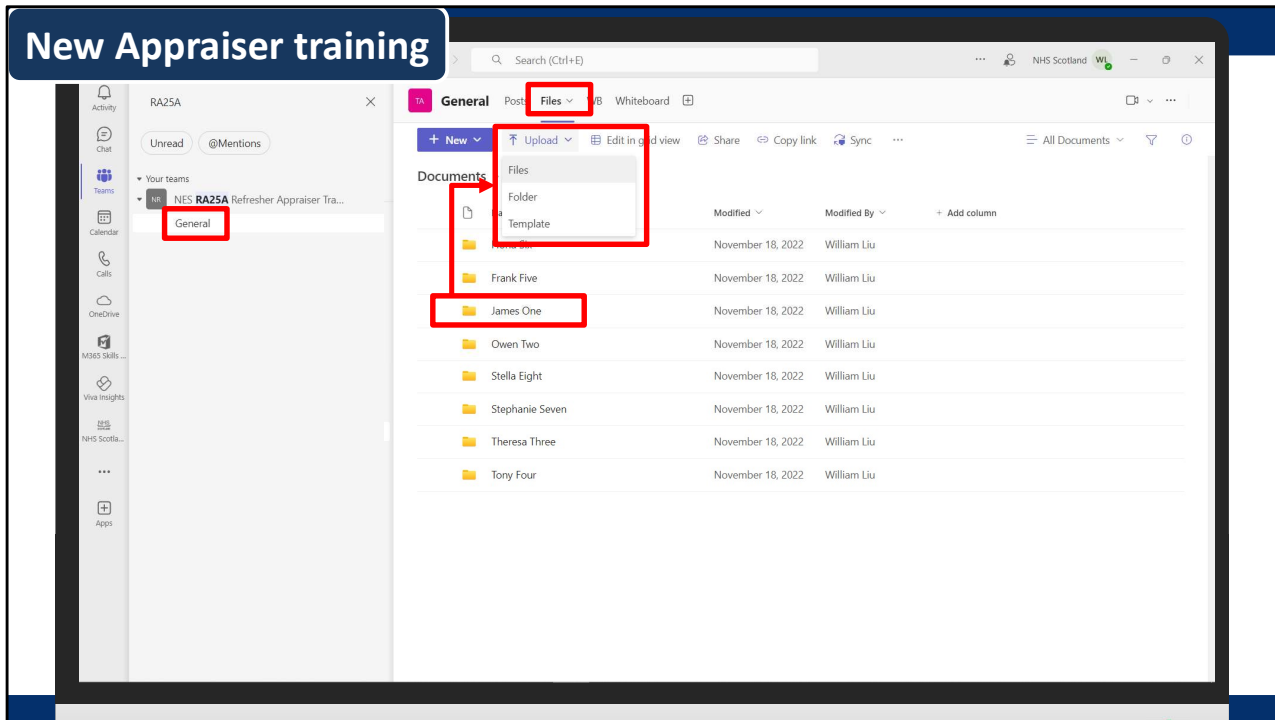
In the Files tab on the General channel, you should find pre-organised named folders – go to the folder with your name on it and then click on the "Upload" button to select the PDP template from your computer to upload.

New Appraiser training
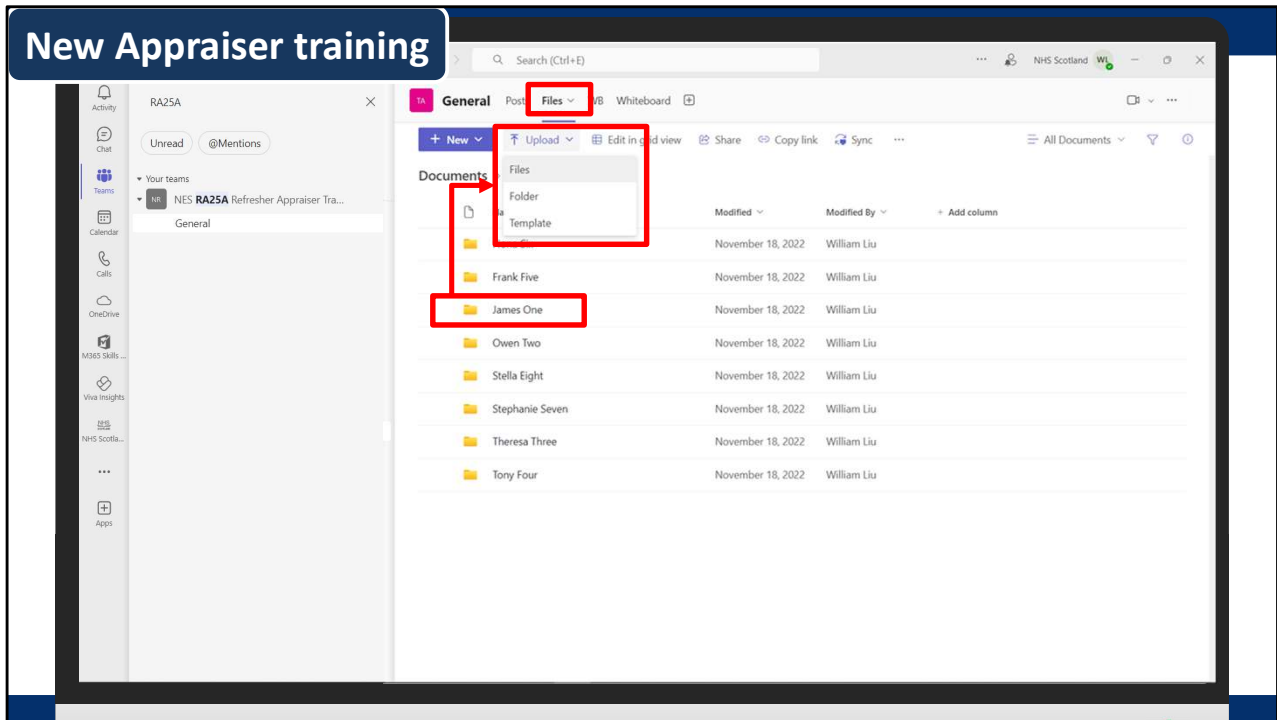
Day 1 is aimed at preparing participants for the mini appraisal practice sessions on day 2.

It is crucial that everyone uploads their PDP template, which you should have completed as part of module 3.

At the end of day 1, the appraiser/appraisee allocation for day 2 will be published, so that participants can see who they will be appraising and can then go into the relevant named folder to download their appraisee's PDP template to prepare – just like a real appraisal.

New Appraiser training

Mini Appraisal
Practice sessions

Appraiser and Appraisee

Observer
(lead feedback via Pendleton)

Timekeeper

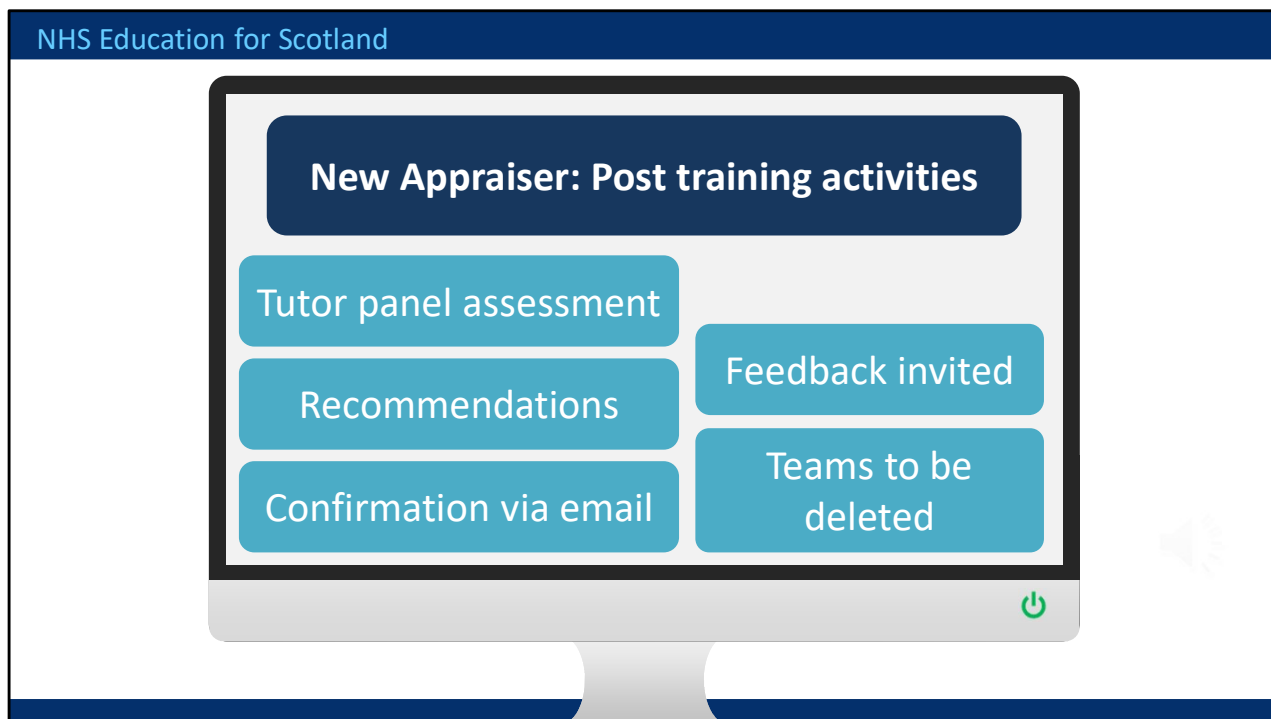The main focus on day 2 will be on the mini appraisal practice sessions.

There are four key roles to the mini appraisal sessions and they are: Appraiser and Appraisee, the Observer and the Timekeeper. Each participant will take it in turns and rotate into different roles for each session.

New Appraiser training

Feedback via Pendleton's

Check Module 4
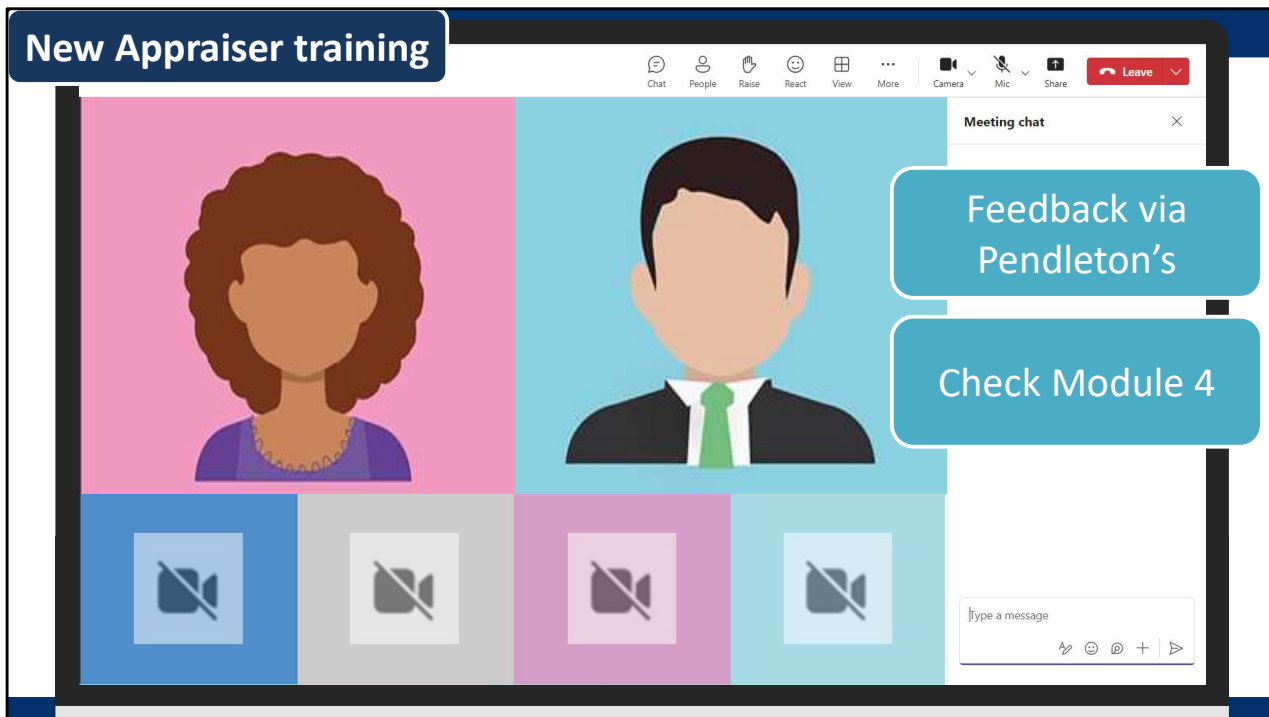
During the mini appraisal itself, we would ask everyone to switch off their camera and mute their microphones except for those in the appraiser and appraisee role so that the focus is only on them. At the end of the mini appraisal, everyone switches on their camera and unmute themselves for the feedback session.

Remember for feedback we will be using Pendleton's rules – if you are unfamiliar with this please check module 4.

Information on the timetable and assessment criteria is available on the modules page.

New Appraiser: Post training activities

Tutor panel assessment

Recommendations

Feedback invited

Confirmation via email

Teams to be deleted

The observing tutor panel will be assessing everyone throughout both days and at the end of the training, they will convene and discuss everyone's assessment as a group and a recommendation is made whether they feel each individual participant is ready to take up the role of medical appraiser.

An email confirmation is normally sent within a couple of days, weekend notwithstanding; and the sponsored Appraisal Lead will be copied in for info.

Participants and tutors are invited to provide feedback on the course so that we can improve future deliveries.

Teams will be deleted 6-8 weeks after end the of day 2.
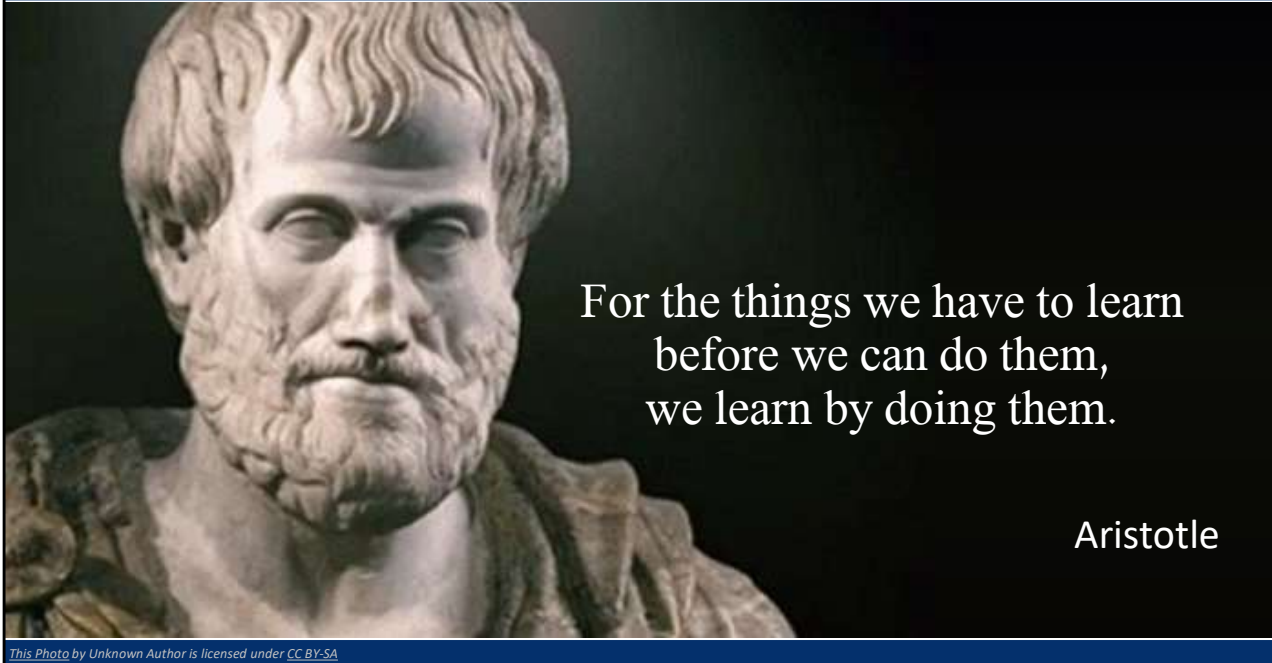
Refresher Appraiser & Workshops

For those attending the Refresher update sessions, the format is very much based on small and large group discussions, giving you a platform to share your experience and queries with fellow appraisers outwith your network, specialty and board.

If you are attending the more experiential and practical Improving Appraisal Conversation workshops, the format is similar but with more focus on practising appraiser skills within a safe and protected environment.

Unlike the New Appraiser courses, there is no assessment associated with either of these offerings.

For the things we have to learn
before we can do them,
we learn by doing them.

Aristotle

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We hope you found this useful – as ever if you run into any problems with this, please contact the team for assistance: Medical.Appraisal@nes.scot.nhs.uk

We hope you enjoy your training.

[End of module]

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