New Appraiser Training

Course Workbook for Allocated Participants

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All pre-course materials can be found on: <https://www.appraisal.nes.scot.nhs.uk/s/newapppremod/>

Prior to attending the training sessions, participants are required to complete the necessary e-learning modules via the above link.

The modules are designed to give you a background to how appraisal and revalidation works, what is involved and some of the communication skills needed – which you will already have as medics – to be an appraiser. At the training course, the tutors will share their experience to facilitate your development, deepen your understanding of the processes, discuss the communication skills and signpost resources available to you.

This workbook is designed to be your companion and record keeper, to aid you as you work through all the modules where you will be prompted to reflect on situations; and consider workshop/small group discussion points prior to attending.

[*Grey boxes will expand as you type into them.*]

NB: The New Appraiser training is an **assessed** course and the tutor panel are asked to assess your readiness to take on the role of the appraiser.

# Module 01: Appraisal Overview in Scotland

## Your notes

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| --- |
| Add notes and reflections in below box: |
|  |

## Your thoughts on

|  |
| --- |
| In your own words, please describe the role of the appraiser and how this fits in to supporting the appraisee in helping them prepare for revalidation: |
|  |
| What might you do (as appraiser) to avoid the appraisees becoming “LastMinute.com’ers”? |
|  |
| Consider some non-engagement behaviours… what would you do if your appraisee fails to engage? |
|  |

## Resources

* Medical Appraisal Scotland website:  
  [http://www.appraisal.nes.scot.nhs.uk](http://www.appraisal.nes.scot.nhs.uk/)
* Notes on dealing with Confidentiality:  
  <https://www.appraisal.nes.scot.nhs.uk/media/uqabsuk1/notes-on-dealing-with-confidentiality.doc>
* GMC Good medical practice:  
  <https://www.gmc-uk.org/professional-standards/professional-standards-for-doctors/good-medical-practice>

# Module 02: Supporting Information

## Your notes

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| --- |
| Add notes and reflections in below box: |
|  |

## Consider:

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| --- |
| How do you ensure in an appraisal that the supporting information covers all roles? |
|  |
| How do you judge if supporting information is appropriate and sufficient? |
|  |
| What issues might you come across when looking at a doctor’s appraisal evidence?  How might you address them? |
|  |

## Good quality supporting information and documentation:

|  |
| --- |
| How can we encourage doctors (and designated bodies) to produce good quality supporting information? |
|  |
| How do we approach scope of work and supporting information? |
|  |

## Resources

* GMC guidance on supporting information for revalidation
* <https://www.gmc-uk.org/registration-and-licensing/managing-your-registration/revalidation/guidance-on-supporting-information-for-revalidation>

# Module 03: PDP and Form 4

## Your notes on PDP

|  |
| --- |
| Add notes and reflections in below box: |
|  |

## Your notes on Form 4

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| --- |
| Add notes and reflections in below box: |
|  |

## Consider

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| --- |
| In your own words, describe what a well-developed PDP looks like. |
|  |
| Consider how will you challenge an under-developed PDP? |
|  |
| Consider your own PDPs from past appraisals, would you do anything different? |
|  |
| How do you discuss PDP outcomes from the previous appraisal (link to CPD)? |
|  |
| How do you support appraisees to develop a new PDP through the appraisal discussion? |
|  |
| What is the role of the Form 4? |
|  |
| What does a good Form 4 look like? |
|  |

## Form 4 exercise

|  |  |
| --- | --- |
| Review the simulated video: <https://www.appraisal.nes.scot.nhs.uk/s/videos/f4exercise/> | |
| Put yourself in the role of the appraiser and draft the Form 4 below (don’t have to complete all domains, just whichever you feel is relevant). | |
| Domain 1: | **Discussion:**  **Agreed actions:** |
| Domain 2: | **Discussion:**  **Agreed actions:** |
| Domain 3: | **Discussion:**  **Agreed actions:** |
| Domain 4: | **Discussion:**  **Agreed actions:** |

## Ahead of training day attendance

* **Review video**: <https://www.appraisal.nes.scot.nhs.uk/s/videos/f4exercise/>
* **Review examples of Form 4**: <https://www.appraisal.nes.scot.nhs.uk/s/form4/>
* [**Download and complete PDP template**](https://www.appraisal.nes.scot.nhs.uk/media/egyoa5s3/pdp_template.docx) for uploading to Teams **Files** tab in General channel *(this is important as it will form the basis of your mini appraisal practice sessions)*

## Further reading

* Completing Form 4 Guidance:  
  <https://www.appraisal.nes.scot.nhs.uk/resources/resources-for-appraisers/form-4-guidance/>

# Module 04: Appraiser Skills

## Your notes

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| --- |
| Add notes and reflections in below box: |
|  |
| Of the skills discussed in the module, how and when you would use them as an appraiser? |
|  |

## Consider:

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| --- |
| What are the qualities of a good appraiser? (Group your thoughts under the three headings) |
| Knowledge:  Skills:  Attributes: |

## Simulated Medical Appraisal video review:

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| --- |
| Please review simulated appraisal video below\*\*: <https://www.appraisal.nes.scot.nhs.uk/s/videona/> |
| Is the video a “High-Quality” appraisal?  *If yes – what did the appraiser do that you thought was good?*  *If no – why not?* |
|  |
| If you were the appraiser, how would you have facilitated that discussion? |
|  |
| What feedback would you give the appraiser? |
|  |
| What questions, if any, would you like to ask the tutors on training day? |
|  |

*\*\* The video will be replayed on the day to help refresh participants’ memories*

## Communication skills:

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| --- |
| Come up with examples of communication skills you might use at an appraisal: |
|  |

## Further reading:

* Pendleton D, Schofield T, Tate P, Havelock P. The Consultation: An Approach to Learning and Teaching. Oxford: Oxford University Press; 1984.
* Silverman JD, Kurtz SM, Draper J.The Calgary-Cambridge approach to communication skills teaching 1: Agenda-led, outcome-based analysis of the consultation. Educ Gen Pract 1996;4:288–299.
* Bloom, B. S., Engelhart, M. D., Furst, E. J., Hill, W. H., & Krathwohl, D. R. (1956) Taxonomy of educational objectives: the classification of educational goals; Handbook I: Cognitive Domain New York, Longmans, Green
* <https://www.appraisal.nes.scot.nhs.uk/media/01sfwj1h/pendleton-s-rules.docx>

# Module 05: Using a coaching approach in appraisals

## Your notes

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| --- |
| Add notes and reflections in below box: |
|  |

## Further reading:

* Connor and Pokora ‘Coaching and Mentoring at Work’ 2012
* Michael West and Jeremy Dawson NHS Staff Management and Health Service Quality 2012
* Coaching for Performance Published 1992 – 2002
* Turas Learn: <https://learn.nes.nhs.scot/>

# Module 06: Challenging Appraisal Situations

## Your notes

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| --- |
| Add notes and reflections in below box: |
|  |

## Consider

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| --- |
| What situations you would find challenging in an appraisal? |
|  |
| How would you deal with them? |
|  |
| What concerns or problems might cause you to postpone, cancel or stop an appraisal?  What would be a difficult appraisal for you? How might you deal with them? |
|  |

## Consider what concerns may arise during an appraisal:

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| --- |
| What concerns or problems might cause you to postpone, cancel or stop an appraisal?  What would be a difficult appraisal for you? How might you deal with them? |
|  |

## Self-awareness / Pitfalls:

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| --- | --- |
| From the below list, what potential pitfalls do you recognise for yourself as an appraiser? | |
| * The people pleaser * The rescuer * The judge * The task oriented * The doctor * The elder statesman * The head teacher * The perfectionist * The diffident * The money oriented * The over-involved/colluder | **How might you avoid these traps?** |

## Simulated Medical Appraisal video review:

|  |
| --- |
| Please review simulated appraisal video below\*\*: <https://www.appraisal.nes.scot.nhs.uk/s/videora/hwb/> |
| Your reflections on the video:  *Do you think the appraisee is supported by the appraiser?  Would you do anything differently if you were the appraiser?  What other resources might you consider signposting?  Would you pause the appraisal?  Why? Is the doctor's current situation a cause for concern with regards to patient safety?* |
|  |

*\*\* The video will* ***not*** *be replayed on the training course*

# Module 07a: Appraisal in Trainer Role (Secondary Care and University)

## Your notes

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| Add notes and reflections in below box: |
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## Your Questions

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| --- |
| Make notes of questions to ask on training day: |
|  |

# Module 07b: Appraisal in Trainer Role (Primary Care)

## Your notes

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| --- |
| Add notes and reflections in below box: |
|  |

## Your Questions

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| --- |
| Make notes of questions to ask on training day: |
|  |

## Resources:

* Scotland Deanery: ROT Manual  
  <https://www.scotlanddeanery.nhs.scot/trainer-information/recognition-of-trainers-rot/>
* Simulated ROT discussion at appraisal  
  <https://www.appraisal.nes.scot.nhs.uk/s/videos/rot/>   
  *This roleplayed example is not intended to be a “perfect” appraisal, but simply to generate discussion at training events and give learners an idea on how the conversations may flow.*

# Remote training attendance

When you have completed all the modules you will be ready for attending the remote training sessions, facilitated via Microsoft Teams. Each course will have a bespoke team setup and link, if you have not received details yet on how to join, please contact the Medical Appraisal Scotland team ASAP to get this organised. ([Medical.Appraisal@nes.scot.nhs.uk](mailto:Medical.Appraisal@nes.scot.nhs.uk))

The focus on the two half-days will be around small group discussions, exercises and large group plenary. A lot of the group work will be based on the responses you provided in this workbook so make sure you have this available on the day for referencing.

# Further support

* <https://www.appraisal.nes.scot.nhs.uk/contacts/local-administration-teams/>
* <https://www.appraisal.nes.scot.nhs.uk/contacts/appraisal-leads/>
* <https://www.appraisal.nes.scot.nhs.uk/contacts/soar-user-support/>

# Your Feedback

We hope you found the modules insightful and engaging.

Your feedback is important as our training content and delivery evolves to ensure a good learning experience for future participants. We would love to hear your feedback on what worked well, what could have been better, and any other ideas for improving the training.

A feedback form will be made available at the end of the training course, please complete this and give us your honest feedback when prompted.

Feedback is shared with NES Medical Appraisal team and course tutors through an anonymised report.

If afterwards you have further comments to add, we would be most grateful if you could email them to us at [Medical.Appraisal@nes.scot.nhs.uk](mailto:Medical.Appraisal@nes.scot.nhs.uk)

Thank you.