Refresher Appraiser Training

Course Workbook for Allocated Participants

LAST UPDATED DATE: 05/08/2024  
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VERSION: 2.0

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

Prior to attending the half-day remote training session, participants are required to complete the necessary pre-course materials via the above link.

**The training day will focus on large and small group discussions, so it is crucial you complete this:**

* [Simulated Appraisal Discussion](https://www.appraisal.nes.scot.nhs.uk/s/videora/) (08:13 – to be replayed on the day as a refresher)
* [Challenging Appraisal Situations module](https://www.appraisal.nes.scot.nhs.uk/s/refapppremat/challappsit/) (module 6 from New Appraiser course)

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

# Video: Simulated Appraisal Discussion

Link to video\* = <https://www.appraisal.nes.scot.nhs.uk/s/videora/> (08:13)

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

## Prompts/questions from video:

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| What skills did the appraiser demonstrate? |
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| If you were the appraiser, what might you do differently? |
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| What aspects of the appraisee’s responses or behaviour might you wish to explore or challenge? |
|  |
| How would you open this up further? |
|  |

## Other reflections

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| --- |
| Make any additional observations/reflections in below box: |
|  |

# Module: Challenging Appraisal Situations

<https://www.appraisal.nes.scot.nhs.uk/s/refapppremat/challappsit/>

## 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? |
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| 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:

|  |  |
| --- | --- |
| 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:

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| --- |
| 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*

# 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/>

Optionally, you may wish to review the New Appraiser training modules as a resource, which other appraisers have reported as a good refresher to work through at their own pace:

* <https://www.appraisal.nes.scot.nhs.uk/s/newapppremod/>

# 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.