

Medical Appraisal Scotland

[Audio transcription of module 8]

Public Services Delivery
Scotland





Pre-course essentials

New Appraiser training



This short module explains what you need to complete before attending the New Appraiser training.

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New Appraiser: Modules and Workbook

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All participants are asked to complete the below modules prior to attending the NES-run New Appraiser training course; the large and small group discussions on the training will be based on these modules, which are all in video format for easy pausing/pacing.

To cater for different styles of learning, the PowerPoints (which the videos were modelled on) and the video transcripts have also been made available (links to these files are within each page).

As part of the pre-course work, you are expected to **complete the PDP template provided** ahead of the training to share with your fellow course participants for the purposes of the mini appraisal practice sessions.

Additionally, a workbook has been provided for you as an aide-mémoire in your learning journey.

Completed all modules **Appraisal Lead support**

ggested it takes at least 30 minutes to work through
ase pace yourself accordingly.

You should now have completed all the required modules and discussed your plans to train as an appraiser with your employing health board's Appraisal Lead. If not, please do this before applying, as a place cannot be offered without their support.

Module 04: Appraiser Skills

Add URL

Your notes

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:

What are the qualities of a good appraiser? (Group your thoughts under the three headings)

Knowledge:

Skills:

As you worked through the modules, you will have kept notes and reflections in your workbook – make sure to bring this with you on the training days for referencing.

Essential checklist for Day 1

- Check for joining instructions
- Small and large group exercises
- **Consider a QIA for day 1 practice**
- Practicing as appraiser (and appraisee and observer)
- 10 minutes practice + 10 minutes feedback
- Avoid emotional QIA

Once you have been allocated a place on the course, you will be added to Microsoft Teams and receive the necessary joining instructions. The training includes a mix of small and large group activities, giving you the opportunity to practise appraiser skills in a safe and supportive learning environment.

On Day 1, you will be asked to bring a work-related Quality Improvement Activity to use in a short role-play exercise as the appraisee. This 10-minute activity allows appraisers to practise using open questions, active listening, and summarising skills.

Observers should note key comments and impressions, with specific examples where appropriate. An Observation Checklist at the back of your workbook has been provided as a guide.

As this exercise is for skills practice, please avoid bringing material with strong emotional content.

Essential checklist for Day 2

- **Complete and upload PDP ahead of time**
- 20 minutes practice + 10 minutes feedback
- Appraiser, Appraisee, Observer and Timekeeper
- Confidentiality
- Videos and Teams to be deleted 8 weeks later

To prepare for Day 2, where you will be discussing your Personal Development Plan, please complete and upload the required PDP template well in advance. This allows your allocated appraiser time to prepare, reflecting real-world appraisal practice.

You will have 20 minutes for the practice session on Day 2 and again you will rotate in the roles of appraiser, appraisee, observer and timekeeper.

As you will be discussing real material, please remember confidentiality. Make sure you are in a private, uninterrupted space, log out of emails, and set your phone to silent.

This session on day 2 will be recorded for your reflection afterwards. It will be deleted, along with the Teams setup, 8 weeks after the training.



Every course will be facilitated by experienced appraisers who are there to guide you through the exercises. Make the most of their combined wealth of experience and ask questions and engage with fellow participants – don't be shy!

And of course, as you would in any educational setting, be respectful to one another.



Assessment: Readiness

Tutors assess

Boards employ

At the end of each course, the tutors are asked to make a recommendation on your readiness to take on the appraiser role.

Irrespective of outcomes, the employment of appraisers is a health board responsibility; the tutors' remit is to assess your readiness and make a recommendation. Appraisal Leads will make the recruitment decisions.

Final checklist

- Complete modules
- Appraisal Leads Support
- Prepare QIA
- Prepare PDP
- Have fun!

So, to recap:

- Make sure you have completed all the modules
- Make sure you have the support of your Appraisal Lead to take on the appraiser role
- Have a Quality Improvement Activity as well as your Personal Development Plan ready for the mini practice sessions

Above all else, enjoy the training!

“Be curious, not judgmental.”

Marguerite and Marshall Shearer | Walt Whitman | Ted Lasso

We look forward to welcoming you to our training courses!

This resource may be made available, in full or summary form, in alternative formats and community languages. Please contact us on **0131 275 6000** or email altformats@nhs.scot to discuss how we can best meet your requirements.

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