

Appraisal Skills for Medical Appraisers

Medical appraisers have a crucially important role in delivering the quality and consistency of appraisal. They facilitate the formative elements of challenge and support and help to ensure that the doctor is on course for successfully completing the revalidation cycle. This is a practical rather than theoretical workshop, designed to ensure the appraisal is a positive process that drives quality improvement through the development of the individual doctor.

To ensure appraisal is of a sufficient standard to inform revalidation, medical appraisers are required by the NHS Revalidation Support Team to participate in an initial training programme before starting to perform appraisals. This course covers the core training specification requirements for all medical appraisers.

By the end of the two day workshop, delegates will be able to:

- Manage an effective appraisal discussion to support professional development, quality improvement and revalidation
- Apply communication skills to facilitate an effective discussion, build rapport, listen and question appropriately, give feedback, challenge and support
- Analyze the quality and breadth of supporting information produced by the doctor, ensuring that it covers the whole scope of the doctor's work
- Describe the role and responsibilities of medical appraiser
- Deal appropriately with minor concerns that do not affect patient safety
- Judge whether the doctor has engaged appropriately in the appraisal process and the review of their whole scope of work
- Assess whether previous personal development plan objectives have been achieved and facilitate the production of an effective new personal development plan
- Produce high quality written appraisal records

Outline Programme:

- Pre-work: Familiarization with the Revalidation policies and documentation and completion of the Medical Appraiser Competency Self Assessment Tool
- Communication Skills: practical listening skills exercise linked to pre-work
- Pre-work quiz based on GMC guidance from pre-work. Plenary discussion on key aspects and guiding principles
- Communication Skills: practical questioning skills, utilization of stem questions in the preparation for appraisal. Models for asking questions at different stages of the appraisal interview.
- Professional responsibilities of the appraiser

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- Postponing or suspending an appraisal
- Practical session: professional judgment assessing supporting information
- The skills of delivering feedback including a mini practice session using a defined model
- The challenges presented by doctors with different preferences for working to our own

Overnight: Preparation for Day 2 practice sessions

- Detailed practice sessions with observers and feedback
- Main group review of key themes from practice sessions
- Issues arising
- The Appraisal Summary; Note/record taking tips sharing session. Discussion on quality vs. quantity and implications.
- Negotiation and agreement of the Personal Development Plan including exercise on the writing of SMART objectives
- The sign off process
- Common themes relating to difficult medical appraisals – practical session

Notes:

1. Employing organization documentation can be integrated into this workshop if required.
2. The following additional training/information will need to be delivered by the Appraising Organization:
 - Local appraisal policy including time allocations in Job Plans, matching protocols and support available
 - Written protocol with names and contact details to use in appraisals should a poor performance or occupational health issue arise.
 - Benchmarking processes relating to portfolio reviews and quality of appraisals
 - Local documentation and record keeping formats
 - Appraiser review process



16 guided learning hours
16 CPD Points

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