



## NHS England South Medical Appraiser Job Description for HEE Wessex Appraisal Service Appraisers

### **Background**

Doctors are required to demonstrate that they are practising in accordance with the General Medical Council (GMC) guidance *Good Medical Practice* across the whole of their scope of practice. They gather and discuss at their annual medical appraisal a portfolio of supporting information that meets the requirements of the GMC to maintain a UK Licence to practise. They show that they keep up to date and fit to practise by reflecting on their work and how they maintain and improve the quality of what they do.

The annual medical appraisal is a formative and developmental process performed by a colleague who has been trained in carrying out annual medical appraisal in line with the requirements set out for revalidation. Medical appraisers support doctors in gathering an appropriate portfolio of supporting information and reflecting on it. The appraisal is a professional process of constructive dialogue, designed to facilitate reflection by discussing learning from Continuing Professional Development/Continuing Medical Education (CPD/CME), cases, data, events (including Significant Events), feedback (including Complaints and Compliments) and reviewing the impact of any changes made as a result. Personal Development Planning is a central part of the process, agreeing and refining development needs into SMART goals and charting progress made every year.

Medical appraisers are accountable to their NHS England responsible officer (via their Wessex Appraisal Service Locality Lead and Service Appraisal Lead if appropriate) for providing medical appraisals as described by NHS England's National Medical Appraisal Policy (April 2015) and for engaging with training, support and review processes as described in this policy.

NHS England has the following objectives for medical appraisal:

- to support the delivery of safe, high quality, committed, compassionate and caring services to patients
- to help supervise and support its doctors in achieving continual professional improvement
- to support the process of medical revalidation
- to contribute to the achievement of the values of NHS England

### **Principal responsibilities of a medical appraiser**

- To carry out a minimum of 8 appraisals each year in line with Health Education England Wessex Appraisal Service Medical Appraisal Policy.
- To complete the appraisals they are engaged to provide in accordance with NHS England Medical Appraisal Policy and Health Education England Appraisal Policy, at a time and venue mutually convenient to the doctor and appraiser, in a professional setting free from interruptions and distractions.

- To set aside adequate time to fulfil the role of appraiser, including reviewing the portfolio of supporting information prior to the appraisal and informing the appraisee where there may be inadequate information, bearing in mind the requirements for revalidation, in good time to remedy the gap.
- To facilitate a discussion based on accurate, relevant and up-to-date information and seek to identify:
  - Scope of practice
  - Achievements and challenges in the last 12 months (clinical and non-clinical)
  - Progress with the previous personal development plan (where applicable)
  - Reflection on lessons learned and changes made as a result
  - Personal development needs and how these needs can be met
  - Professional development needs and how these needs can be met
  - Individual, local and, where relevant, wider objectives for the next 12 months and beyond
  - Agreed objectives and key elements of a personal development plan, except in circumstances where the appraisee disagrees with the appraisal and appeal is being raised.
- To identify, where possible, any early warning signs that an appraisee may be struggling and agree with the individual how this may be dealt with, signposting resources as appropriate.
- To recognise serious performance issues where a colleague's health, conduct or performance poses a threat to patients. It would be exceptional for such serious concerns to be first identified at appraisal, but both appraiser and appraisee should recognise that, as registered medical practitioners, patients must be protected, and the appraiser should be confident how to escalate their concerns appropriately and prepared to take advice.
- To maintain confidentiality over the details of appraisal discussions.
- To comply with the requirements of the Data Protection Act in respect to the storing and use of all documentation and destroy all pre-and post-appraisal documents, held both in electronic and paper form, after the appraisal is completed.
- To provide a formal, supportive and consistent structure for the appraisal process and complete all standardised documentation with the appraisee within 28 days of the appraisal meeting. Key points and outcomes of the discussion must be fully documented. Once agreed and mutually signed off, the agreed appraisal documentation must be shared securely with HEE Wessex Appraisal Service.
- To undertake approved appraisal training and updates, attend regular appraisal learning set support group meetings and be prepared to receive feedback as an appraiser.
- To undergo an annual Appraisal Performance Development Review.



- All appraisers are expected to sign up to the national HEE Wessex Appraisal Service Appraiser Terms of Engagement and to adhere to them for as long as they are engaged as an appraiser.