

Appraisal Lead Core Role
(additional responsibilities may be added locally)

Overview of the role:

Lead a team of Appraisers and co-ordinate appraisal activity within XXXXXX Health Board, contributing to the recruitment and training of appraisers. To inform the development and management of appraisal through actively managing the quality assurance of annual appraisal and through this mechanism contribute to issues relating to consistency of operation, quality assurance, development and implementation of process. Provide advice and guidance on appraisal to a variety of stakeholders and escalate issues to the Deputy RO/AMD when required.

General:

- Co-ordinate appraisal activity in the Health Board liaising closely with, and reporting to, the AMD, RO and the Revalidation Advisory Group as required.
- Undertake at least X appraisals per annum (these may be those arising out of governance cases and/or cover for appraisers unable to undertake appraisals in extenuating circumstances or with capacity issues).
- To support the Health Board's revalidation role and the appraisal process with training, guidance and support to stakeholders.
- You may be asked to perform other duties occasionally which are not included above, but which will be consistent with the role as requested by the RO.
- Act in accordance with the Equality and Diversity, the Health Board's Health and Safety policy and financial regulation.

To manage a team of Appraisers including:

- Manage a team of secondary care appraisers within the health board, including identifying session availability on the MARS system.
- Contribute to the recruitment and selection of new appraisers
- Coordinate and deliver regular appraiser training sessions to include refresher training.
- Regularly quality assure at least the initial appraisal(s) of each new appraiser, thereafter, where quality is assured, randomly select a proportion of appraisals. Provide feedback and training as required.
- Lead a team of appraisers and support their development through one to one and team interaction.
- Undertake performance reviews for established appraisers as required
- Respond to queries and issues that have been escalated by appraisers
- Undertake periodic Quality Assurance reviews of appraisal summaries and PDPs using agreed template.

- Provide advice and guidance for appraisers' ongoing pastoral care e.g., dealing with any concerns, queries, and coordinating any establishment issues i.e., sickness absence, resignations, reallocation of workloads, change of hours etc.
- Manage local disputes and or Governance issues pertaining to appraisal referring to the RO where necessary.
- Liaise with Appraisal Leads in other health boards within Wales to ensure a consistency of approach and dissemination of best practice.
- Contribute to a national quality assurance activity and other national events as organised by the Revalidation Support Unit (RSU) of HEIW.