

## **Appraiser Standards Framework**

### **Purpose**

The framework document provides an overview of the quality assurance indicators for the selection, training and performance management of medical appraisers.

This document is intended for Responsible Officers (ROs) and those responsible for the selection, training and management of medical appraisers within their designated body. It may also be useful to doctors and appraisers.

ROs have a statutory duty to ensure that all doctors with a prescribed connection to their designated body receive a suitable medical appraisal. The quality of the medical appraiser workforce is important in ensuring doctors have access to high quality, appropriate and timely appraisals.

### **Quality Assurance Areas**

#### **1. Recruitment/Selection**

The designated body should ensure that there is a fair process for selecting appraisers. This process should include consideration of:

- Who is eligible to be selected as an appraiser:
  - Eligible doctors come from a wide range of backgrounds including locums, staff grades and associate speciality doctors
- How potential appraisers are identified:
  - Methods could include but are not limited to advertising and application, self-nomination or nomination by others, and review of existing appraisers
- How suitable appraisers will be identified and considered
  - Suitability for the role should be assessed as part of the selection process
- Confirmation of appointment should depend on completion of initial MARS and skills training

#### **2. Job Description**

The designated body should provide a clear and accessible job description for the appraiser role which includes:

- Key accountabilities in this role, including who the appraiser reports to, who provides support, and who issues should be escalated to
- The purpose of the role
- Key responsibilities, such as responding to doctors' requests and agreeing meeting dates; reviewing appraisal materials and preparing for the appraisal meeting; facilitating the appraisal meeting; validating evidence for revalidation and providing feedback; writing the appraisal summary and personal

development plan (PDP), participating in continuing professional development (CPD) relevant to the appraiser role.

- Guidance on indemnity arrangements for appraisers

### **3. Person Specification**

A person specification can be used in conjunction with the recruitment/selection recommendations as part of the overall appraiser appointment process.

The designated body should ensure there is a description of the core competencies expected of appraisers, which may include:

- Medical qualification, GMC license to practise, and/or RO approval for role
- Participation in at least two annual appraisals
- Commitment to the principles of appraisal
- Understanding of the principles of revalidation
- Strong interpersonal skills and the ability to facilitate the appraisal discussion
- Ability to manage time and workload to meet the performance expectations of the role
- Good written communication skills
- Ability to evaluate revalidation evidence against the GMC's requirements
- Commitment to personal and professional development

### **4. Performance Expectations**

Performance expectations can be used as part of an overall appraiser management system and can be reviewed at different stages of an appraiser's career to monitor performance and provide feedback. Performance expectations may include, but are not limited to:

- Undertake a minimum of five appraisals per annum
- The minimum number is an indicator of quality and if the minimum cannot be achieved this needs to be discussed with the Appraisal Lead to consider other ways of providing assurances about quality such as refresher training.
- Reciprocal appraisals carried out for another designated body would also count towards this minimum number.
- Respond to appraisal requests usually within three to five working days.
- Provide reasons for refusing requests.
- Write appraisal summaries, usually within 14 working days of the meeting.
- Ensure appraisal summaries meet the nationally agreed quality assurance criteria for appraisal output.
- Attend all required meetings, including regular meetings with Appraisal Leads.
- Attending an appropriate level of mandatory CPD for the appraiser role including one national or local training event per year.
- Acting as an appraisal champion and professional role model.
- Include any complaints and significant events relating to the appraiser role in appraisal.

## 5. Best Practice

Best practice should be shared among the four UK countries to support consistent quality assurance indicators nationwide. The links included in this document are relevant to the quality assurance frameworks for the medical appraiser role.

NHS England has produced a document, ***Quality Assurance of Medical Appraisers (January 2014)***, which can be accessed at:

<http://www.england.nhs.uk/revalidation/ro/app-syst/>

NHS Scotland has produced guidance documents on medical appraiser performance reviews, which can be accessed here:

<https://www.appraisal.nes.scot.nhs.uk/resources/for-appraisers/performance-review/>