

Competency Framework for Medical Appraisers

1 Professional responsibility: to maintain credibility as a medical appraiser

	Competency	Behaviour
1.1	Maintains high standards of professional responsibility, personal integrity, effectiveness and self-awareness	<p>Maintains high professional credibility.</p> <p>Acts as a champion and role model for appraisal and revalidation.</p> <p>Demonstrates insight and self-awareness.</p> <p>Declares conflicts of interest.</p>
1.2	Develops professional competence as a medical appraiser	<p>Undertakes appropriate continuing professional development (CPD), reflecting identified development needs in their personal development plan (PDP).</p> <p>Reflects on performance and calibrates practice with other appraisers, making changes to maintain consistency of standards.</p> <p>Reflects on feedback and makes appropriate changes in behaviour.</p> <p>Supports efforts to evaluate and improve local systems and processes.</p>

2 Knowledge and understanding: to understand the role and purpose of the medical appraiser in order to undertake effective appraisals

	Competency	Behaviour
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2.1	Understands the purpose of appraisal and revalidation, and the role and responsibilities of the medical appraiser.	<p>Demonstrates understanding of the purpose of appraisal and revalidation.</p> <p>Works within the limits of the appraiser role and responsibilities, setting appropriate boundaries.</p> <p>Seeks advice and guidance from the Appraisal Lead or Responsible Officer, as appropriate.</p>
2.2	Understands quality and safety systems and relates this to the context of the doctor's work	<p>Applies knowledge of quality and safety systems to appraisal.</p> <p>Adapts approach to reflect the doctor's scope of work and context.</p>
2.3	Understands relevant legislation and guidance (including equality and diversity, bullying and harassment, information governance, data protection and confidentiality)	<p>Maintains knowledge of relevant policies and legislative frameworks and applies the principles in practice.</p> <p>Demonstrates fairness and equality and makes appropriate allowance for diversity.</p> <p>Handles confidential data in accordance with information governance policies and guidelines.</p>
2.4	Understands educational principles y to inform appraisal discussions and PDP development.	<p>Demonstrates a learner-centred approach to the doctor's professional development.</p> <p>Facilitates review of the doctor's practice.</p> <p>Promotes quality improvements in patient care through the professional development of the doctor.</p> <p>Supports the development of specific, measurable, achievable, relevant and time-defined (SMART) PDP objectives. Supports the role of professional development in quality improvement.</p>

2.5	Understands the Good Medical Practice Framework for Appraisal and Revalidation and GMC supporting information requirements, including relevant specialty-specific guidance	Undertakes all appraisals according to the Good Medical Practice Framework for Appraisal and Revalidation and promotes GMC supporting information requirements, including relevant specialty-specific guidance
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3	Professional judgement: to analyse and synthesise information presented at appraisal and to judge engagement and progress towards revalidation	
	Competency	Behaviour
3.1	Evaluates the portfolio of supporting information effectively and consistently	<p>Applies GMC principles and requirements and specialty-specific guidance appropriately.</p> <p>Supports the doctor in developing a portfolio covering the full range of supporting information and the full scope of work appropriate to the stage of the revalidation cycle.</p> <p>Makes appropriate sign-off statement(s) to the responsible officer, highlighting the reasons for the statement(s) where necessary.</p> <p>Reviews evaluation standards with other Appraisers and adapts behaviour to improve consistency.</p>
3.2	Judges accurately and consistently whether the supporting information shows that the doctor is on track to revalidate	Makes accurate and consistent judgements about the cumulative quantity and quality of supporting information related to different stages of the revalidation cycle.

3.3	Able to judge whether there is a patient safety issue or emerging conduct, health or performance concern based on the material presented and the appraisal discussion and take appropriate action	<p>Responds appropriately to patient safety issues and early signs of emerging conduct, health or performance concerns according to local policy and procedures.</p> <p>Demonstrates the ability to suspend the appraisal process where necessary and take appropriate further action</p> <p>Communicates concerns to the doctor and the Responsible Officer (or deputy) in a timely fashion.</p>
3.4	Able to judge whether the doctor has appropriately engaged in the appraisal process and the review of their full scope of work	<p>Communicates accurate and consistent judgements about the engagement of the doctor in annual medical appraisal across the whole scope of work.</p> <p>Communicates concerns about the doctor's engagement to the doctor and Responsible Officer (or Deputy) in a timely fashion.</p>
3.5	Able to evaluate achievement of the previous years' personal development plan objectives and to confirm that the new personal development plan reflects the doctor's development priorities	<p>Reviews previous PDP objectives with the doctor, promoting reflection on lessons learned and changes made.</p> <p>Clearly records the outcomes of previous PDP objectives.</p> <p>Supports a new PDP that reflects the doctor's current development priorities and gaps in the accumulating revalidation portfolio.</p>

4	Communication skills: to facilitate effective appraisal discussions, produce high-quality outputs and manage issues or concerns that might arise	
	Competency	Behaviour
4.1	Able to manage the appraisal discussion effectively	Prepares effectively for the appraisal discussion.

		<p>Sets the context clearly and agrees the priorities for the appraisal discussion.</p> <p>Demonstrates the ability to facilitate a well-structured and focused appraisal discussion, centred on GMC standards and the doctor's professional development.</p> <p>Demonstrates appropriate time management during the appraisal discussion.</p>
4.2	Develops, maintains and applies good communication skills including appropriate levels of support and challenge	<p>Builds good rapport.</p> <p>Demonstrates good communication skills including active listening, questioning and summarising.</p> <p>Reviews achievements, challenges and aspirations.</p> <p>Provides effective feedback and constructive challenge.</p>
4.3	Able to manage a difficult medical appraisal	<p>Understands the factors that might contribute to a difficult medical appraisal.</p> <p>Demonstrates a range of strategies for managing challenging appraisal situations.</p>
4.4	Able to produce high-quality written appraisal records and outputs	Completes appraisal documentation clearly, accurately and to a high standard.

5	Organisational skills: to ensure the smooth running of the medical appraisal system, including timely responses and sufficient computer skills to be an effective medical appraiser	
	Competency	Behaviour

5.1	Manages time and workload effectively	<p>Completes appraisal workload and documentation in a timely manner.</p> <p>Ensures no missed or incomplete appraisals due to appraiser-related factors.</p> <p>Responds promptly to doctors, managerial and administrative staff and the Responsible Officer (or Deputy).</p>
5.2	Demonstrates sufficient digital and IT skills	<p>Demonstrates sufficient computer skills to fulfil the role of medical appraiser.</p> <p>Responds to electronic communication in a timely manner.</p> <p>Demonstrates effective use of computerised appraisal and revalidation support systems in line with local policy.</p>