

**Understanding how your medical appraisal processes work**  
**Workshop Summary - 4<sup>th</sup> June 2014**

The bullet points below are items captured from table top discussions and shared in plenary at the two appraisal workshops at the responsible officer conference, on the five previously identified themes in the NHS England revalidation PMO appraisal work stream.

1. Supporting Information
  - Work in progress
  - Checklist should help
  - CG framework in organisations
  - Trusting appraisers
  - Scope of work
2. Selection, training and supervision of appraisers
  - 1:1's
  - Support the leads
  - Correct selection is key right at the start
  - Special skill set
  - Concern about workforce
  - Audit of outputs
3. Logistics
  - Some don't need licence
  - Varying systems each with pro's and con's
  - Making allowances is OK at this point
  - Having a good vehicle is important
4. Information Governance
  - 'Cinderella' topic, but very important and can be a bear trap
  - Simple guidance reminder to appraisers might help
  - Information revealed in app. Conversation (re. health)
5. Training the doctors - What training do our doctors need to help them get the most out of their appraisal?
  - a. A variety of current approaches around the table, from very little to – commissioned external training for doctors x 2
  - b. Pre-appraisal meeting
  - c. Provision of guidance
  - d. BMA course
  - e. Whole system meeting
  - f. Use appraisers to focus meeting and guide/teach the doctor