# Calibration of the Supporting Information

**Estimated time of workshop**

60-90 minutes

**Materials**

Flipchart, pens, PowerPoint (optional)

Hand-out 1: GMC Framework for Appraisal and Revalidation

Hand-out 2: Dr X’s pre-appraisal documentation

Hand-out 3: The complaint and the appraisee’s reflections on this

Hand-out 4: Judging quality of supporting information

**Aim**

To increase appraisers’ skills in judging the quality of the supporting information

**Intended Learning Outcomes**

By the end of this workshop you will have:

1. Mapped different types of information to the GMC Framework for Appraisal and Revalidation
2. Judged the quality of a piece of supporting information
3. Reflected on the quality of your judgements of supporting information

**Housekeeping**

Directions for fire exits, toilets etc.

**Sign posting for the session** (10minutes)

Introductions - facilitators and participants

Explain timing and structure of the workshop

**Teaching and Learning Methods**

**Small group work 1: Judging the quality of the overall supporting information**

(20 minutes)

Divide into groups of 3-4 and discuss:

1. How you would map Dr X’s supporting information to the GMC framework.
2. What supporting information is missing?
3. How would you advise Dr X about this?

Feedback to the large group

**Small group work 2: Judging the quality of an individual item of supporting information** (20 minutes)

(Hand out the Complaint and appraisee’s reflections and Framework for judging quality of supporting information)

Read the appraisee’s reflective commentary about a complaint

1. Using the framework for judging quality of supporting information make a judgement on the quality of this piece of writing

2. Discuss in the group what questions you would like the appraiser to ask the appraisee at the appraisal meeting

As a large group discuss the variety of responses (hawks and doves) to highlight that there may be a spectrum of opinion on how to judge quality. Ask participants to reflect on their position within this spectrum and whether they need to modify this.

**Assessment of Learning and teaching** (10 minutes)

Refer back to the intended learning outcomes and ask the group:

* Have they been covered?
* Are there any outstanding questions?
* What future learning is required?

Ask participants to complete the evaluation form and their own reflective diary/log