**Briefing notes for exercise**

**The Visitor**

You are a doctor from abroad who has come to the UK to find out about Appraisal and Revalidation of doctors with a view to setting up a similar process in your own country. You are familiar with the NHS and understand primary care and secondary care and the training structure in the UK but know nothing about Appraisal and Revalidation, the Appraiser role, Clinical Governance processes, the GMC, Duties of a Doctor or the Responsible Officer.

Ask the appraiser questions about the process e.g. Does revalidation include an exam?

What if a Dr fails their appraisal?

How is information about complaints managed?

Who can be an appraiser?

**The Appraiser**

Your task is to explain Appraisal and Revalidation in simple terms to the visiting doctor described above in response to the questions they will ask you.

Explain the purpose and process of Appraisal and Revalidation, the responsibilities of an appraiser and Responsible Officer (RO) and how the recommendation of the RO leads or does not lead to revalidation. Use your best communication skills to check understanding.

Refer to relevant documents and websites that the visitor might find helpful.

If a particular part of the conversation is difficult use your colleagues in the trio afterwards, to consider how it could be explained.

**Observer**

Your task is to keep appropriate notes for giving feedback and also to manage the time:

10 minutes for the conversation

5 minutes for your feedback/review

5 minutes for feedback from the visitor.

As the observer focus your attention on the appraiser and give them specific, descriptive feedback about their communication.

Don’t forget to note down precise phrases or body language which worked well.

You may want to ask the appraiser how they would like their feedback (e.g. Pendleton or Calgary Cambridge model).

If areas have been missed out or the explanation was unclear you could ask:

“I wonder if we could explain that by…”

“I was wondering if another way we could phrase that might be…”

If your trio are left with questions relating to the process note them down and share them with the larger group in the plenary discussion.