



**NHS England Medical Appraisal
Policy**

**Annex G: Clinical appraisal lead and
senior appraiser job descriptions
and person specifications**

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Description	Policy for appraisal of licensed medical practitioners who have a prescribed connection to NHS England (circa 42,000 doctors from circa 700 designated bodies). It describes the framework for appraisal, with tools to support implementation contained within the annexes.	
Cross Reference	The Medical Profession (Responsible Officers) Regulations, 2010/2013 and the GMC (Licence to Practice and Revalidation) Regulations 2012	
Superseded Docs (if applicable)	Medical Appraisal Policy (v1) published October 2013	
Action Required	Responsible officers to ensure that Doctors with a connection to NHS England are appraised in accordance with this policy	
Timing / Deadlines (if applicable)	To be implemented as soon as reasonably practicable	
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The NHS Commissioning Board (NHS CB) was established on 1 October 2012 as an executive non-departmental public body. Since 1 April 2013, the NHS Commissioning Board has used the name NHS England for operational purposes.

Annex G: Clinical appraisal lead and senior appraiser¹ job descriptions and person specifications

The job descriptions and person specifications contained in this annex are illustrative and based on the NHS England HR arrangements as understood at the time of publication of this version of the NHS England Medical Appraisal Policy. They should be customised and adapted at the time of appointment of persons to these roles in light of local requirements combined with the requirement to maintain consistency of approach across NHS England. The requirements of NHS England HR and other relevant policies should also be considered as they apply at that time.

1.1 Clinical appraisal lead job description

Job title	Clinical appraisal lead
Reference number	
Directorate	Medical directorate
Pay band	Medical
Salary	
Responsible to	Responsible officer:
Accountable to	Responsible officer:
Responsible for	Promoting medical appraisal and revalidation. Coordinating effective arrangements for medical appraisal.

¹ A review of provision of support to appraisal across NHS England in 2014 found that in addition to appointing a clinical appraisal lead to support their overall appraisal system, it is widespread practice for NHS England responsible officers to engage a number of appraisers to support local groups of appraisers within their system. A variety of terms is in use to denote these persons. For simplicity and to make clear the distinction between the two roles, this policy uses the term senior appraiser to denote a medical appraiser who offers support and supervision to a designated local group of appraisers.

	Providing leadership for the medical appraiser workforce, including appropriate quality assurance and performance review.
Base	

Clinical appraisal lead job purpose/summary

The role of Clinical Appraisal Lead is to provide overall leadership and support to the whole medical appraiser workforce of the appraisal office, coordinating guidance, educational and benchmarking opportunities and performance review to all appraisers engaged by the office. Working closely with the Medical Appraisal Manager, senior appraisers and other appraisal office colleagues, the post holder will promote, support and facilitate the implementation of national appraisal policies and ensure a robust quality assurance process is implemented for medical appraisals.

Key job specific responsibilities

Managing the activity of medical appraisers to defined and quality assured standards, including, but not exclusive to:

- Promoting excellence in medical appraisal to deliver robust revalidation recommendations and quality improvements in patient care through the professional development of doctors.
- Recruiting and selecting medical appraisers.
- Organising and/or delivering competency based new appraiser training.
- Lead and support the senior appraisers of the appraisal office.
- Supporting new appraisers through a probationary period, such as the first three appraisals, providing feedback on their performance.
- Monitoring performance of existing appraisers, ensuring that appraisals are conducted in line with national, regional and local guidance, and that regular feedback is provided.
- Promoting and supporting the continuing professional development (CPD) of medical appraisers.
- Promoting the benchmarking of professional judgements between medical appraisers through the provision of resources and opportunities to learn with and from others.
- Supporting and facilitating local medical appraiser support group meetings, directly or indirectly.
- Answering queries from doctors and appraisers.
- Supporting the role of the responsible officer (RO) by ensuring that the outputs of appraisal provide the required information to enable robust revalidation recommendations to be made.

- Ensuring appraisals are carried out before the end of year deadline.
- Producing and promoting appropriate evaluation, reports and summaries,
- Dealing with significant events and complaints, with the medical appraisal manager.
- Keeping abreast of local and national developments in appraisal and revalidation.
- Promoting a quality assured appraisal and revalidation process to doctors and appraisers.
- Representing the appraisal team at local, regional and national initiatives relating to the development and implementation of appraisal.
- Networking with other clinical appraisal leads and their teams to maintain standards of delivery of medical appraisal across NHS England.
- Liaising with medical educators and their networks on issues relating to continuing professional development (CPD) for doctors being appraised.
- Ensuring compliance with all confidentiality and governance requirements.
- Working at all times to promote equality and reduce inequalities, promote the health, safety and well-being of all staff and champion the NHS Constitution.

Key accountabilities

The clinical appraisal lead will be accountable to the relevant NHS England responsible officer.

Communications and key working relationships

- Responsible officer.
- Medical appraisal manager.
- Medical appraisal administrative team.
- Other clinical appraisal leads.
- Senior appraisers.
- Medical appraisers.
- Doctors being appraised.
- Key stakeholders, including GMC, the Academy of Medical Royal Colleges, NHS England, RST.

Training and performance review

The clinical appraisal lead will be required to undertake training and performance review appropriate to the role, including, but not restricted to, health and safety, equality and diversity and information governance training.

This job description and person specification are an outline of the tasks, responsibility and outcomes required of the role. The job holder will carry out any other duties that may reasonably be required by their line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the organisation and any changes in national policies or guidance.

Additional Responsibilities for all staff

NHS England is committed to providing a safe, healthy and fair working environment and to providing staff with opportunities to maximise their contribution through involvement and professional development.

In addition to the specific responsibilities set out above, NHS England has the following expectations of all staff:

Safeguarding

Within their sphere of competence, each member of staff is responsible for promoting and safeguarding the welfare of the children, young people and / or vulnerable adults for whom they are responsible or may come into contact with, in the job role.

Health & Safety

NHS England aims to provide all staff, visitors and service users with a safe environment, in which to be able to work or visit, without suffering any personal injury or ill health.

Each member of staff is responsible for ensuring that they work in such a way as to ensure their own health and safety, and that of other staff, clients, patients and members of the public.

Information Quality

All staff must ensure complete and accurate data is collected and recorded in a timely manner.

Equality & Diversity

NHS England recognises the diversity of its staff and undertakes to treat them equitably and fairly irrespective of gender, gender identity, disability, race age, sexual orientation, religion or belief. NHS England recognises its duty to each and every individual employee and will respect their human rights'. It also expects that its employees will treat other staff, patients and members of the public with dignity and respect.

Probationary period

The job description would normally be for a probationary period of 3 months initially and subject to satisfactory performance review.

Job description agreement

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Job holder's signature:	Date:
Head of department's signature:	Date:

1.2 Clinical appraisal lead person specification

Core elements of a person specification for clinical appraisal lead	
No distinction has been made between 'essential' and 'desirable' as the importance of each of these qualities should be determined by the responsible officer in relation to local context.	
Qualifications	Medical degree Licensed medical practitioner
	Entry on the medical performers list
Experience	Trained and experienced medical appraiser
	Experience of managing time to ensure deadlines are met
	Experience of applying principles of quality improvement
	Experience of management of medical appraisals for revalidation, at a senior level
Knowledge	Knowledge of the role and responsibilities of the medical appraiser and clinical appraisal lead
	Knowledge of the purpose and process of medical appraisal Knowledge of the purpose and principles of revalidation
	Knowledge of responsibilities of doctors as described in <i>Good Medical Practice</i> Knowledge of the <i>GMC Framework for medical appraisal and revalidation</i> and the <i>GMC supporting information for appraisal and revalidation</i> Knowledge of the <i>Medical Appraisal Guide</i> (RST, 2013)
	Knowledge of principles of clinical governance, evidence based medicine and clinical effectiveness
	Knowledge of relevant local and national healthcare context Knowledge of current NHS structures, including the role of regulators
	Understanding and application of principles of equality and diversity
	Understanding and application of principles of information governance Understanding and application of legislation and guidance relating to data protection and confidentiality
	Knowledge of relevant speciality specific elements, including Royal College guidance on continuing professional development requirements and quality improvement activities
Skills	Motivating, influencing and negotiating skills
	Good oral communication skills, including active listening skills, the ability to understand and summarise a discussion, ask appropriate questions, provide constructive challenge and give effective feedback
	Good written communication skills, including the ability to summarise clearly and accurately

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	Objective evaluation skills
	Appropriate IT skills for the role (familiarity with web-based appraisal support systems, on-line resources, web based discussion forums, reliable electronic communication skills)
	Proven leadership skills, including delegation, time-management, and networking skills
Attributes	Excellent personal integrity, personal effectiveness and self-awareness Motivated, enthusiastic, positive role model Able to adapt behaviour to meet the needs of the group and in the light of feedback
	Significant commitment to on-going personal education and development
	Able to work independently and autonomously Able to manage own workload and make timely and informed decisions
	Demonstrates a commitment to and focus on quality Promotes high standards to consistently improve patient outcomes
	Values diversity and difference Operates with integrity and openness
	Uses evidence to make improvements Looks for collective success, listens and learns from the contribution of others
	Good working relationships and credibility with professional colleagues and relevant stakeholders Able to work effectively in a team Able to build wide support networks with key stakeholders, including doctors and appraisers

1.3 Senior appraiser job description

Job Title	Senior appraiser
Reference Number	<i>To be completed by HR</i>
Directorate	Medical directorate
Pay Band	Medical
Salary	
Responsible to	<i>Responsible officer or nominated deputy (e.g. clinical appraisal lead)</i>
Accountable to	<i>Responsible officer or nominated deputy (e.g. clinical appraisal lead)</i>
Responsible for	Promoting medical appraisal and revalidation Directly managing and supporting medical appraisers
Base	
<p>Senior appraiser job purpose/summary</p> <p>The role of senior appraiser is to provide leadership and support to a nominated number of the engaged medical appraisers of the appraisal office, coordinating guidance, educational and benchmarking opportunities and performance review to these appraisers. Working closely with the clinical appraisal lead, the medical appraisal manager, other senior appraisers and other colleagues in the appraisal office, the post holder will promote, support and facilitate the implementation of national appraisal policies and ensure a robust quality assurance process is implemented for medical appraisals.</p> <p>A senior appraiser will undertake the programme as outlined below;</p> <p>Job Purpose:</p> <ul style="list-style-type: none"> • Aims to continuously improve the standard of care provided by doctors connected to NHS England. • Aims to support the responsible officer for medical revalidation. • Aims to support the medical appraisal process for NHS England. • To support the performance review process. • To support and work closely with the medical appraisal co-ordinator/administrator office. • To be responsible for the continuing assurance of appraisers. • To participate in or implement quality assurance process and give feedback to appraisers regarding their performance as an appraiser. 	

- To review and contribute to regular appraisal review on every appraiser.
- To be the first point of contact for issues arising out of appraisals.
- To contribute and adhere to the appraisal policies processes and procedures.
- To keep the responsible officer (or nominated deputy) informed of developments and initiatives in appraisal, revalidation, professional regulation and related matters.
- To contribute to the recruitment process for medical appraisers.
- To deliver and contribute to a comprehensive training and support package provided for all new appraisers.
- To raise performance concerns identified through the appraisal process with the responsible officer or nominated deputy.
- Contribute to other specific function related activity in relation to appraisals as agreed with the responsible officer.
- To support the appraisal and revalidation process for NHS England.
- To support individual doctors to improve their standard of care.

Key result areas

- To assist NHS England in its compliance with the requirements of medical revalidation.
- To ensure the NHS England medical appraisal scheme is in line with national and local policies and that it is responsive to the evolving requirements of revalidation.
- To ensure appropriate assurance of appraisers and that there is an appropriate appraiser/doctor ratio and representative appraiser mix.
- To ensure that all doctors connected to NHS England are appraised in accordance with regulations, policies and procedures.
- Deputise for the responsible officer or nominated deputy as required.

Managerial responsibilities

- Together with the medical appraisal co-ordinator/administrator implement the policies and procedures required for medical appraisal in NHS England, consistent with the requirements of medical revalidation.
- Undertake regular appraiser assurance reviews with medical appraisers.
- To raise performance concerns identified through the appraisal process with the medical director/responsible officer or nominated deputy.

Administrative responsibilities

- Ensure that all documentation in respect of medical appraisal is completed in a timely fashion by the appraisers for whom the senior appraiser has responsibility.
- Regularly review and evaluate the documentation associated with the medical appraisal scheme.

Communication and liaison responsibilities

- Improve awareness and understanding of medical appraisal and revalidation to doctors, including any changes to policy or processes.
- Promote an environment of trust and support between the NHS England and its

doctors.

Training and development responsibilities

- Keep up to date with current developments in the NHS.
- Ensure new medical appraisers have undertaken an appropriate training programme and that they participate in regular support and educational development activities to ensure all appraisers are up to date with issues related to medical appraisal and revalidation.

Additional Responsibilities for all staff

NHS England is committed to providing a safe, healthy and fair working environment and to providing staff with opportunities to maximise their contribution through involvement and professional development.

In addition to the specific responsibilities set out above, NHS England has the following expectations of all staff:

Safeguarding

Within their sphere of competence, each member of staff is responsible for promoting and safeguarding the welfare of the children, young people and / or vulnerable adults for whom they are responsible or may come into contact with, in the job role.

Health & Safety

NHS England aims to provide all staff, visitors and service users with a safe environment, in which to be able to work or visit, without suffering any personal injury or ill health.

Each member of staff is responsible for ensuring that they work in such a way as to ensure their own health and safety, and that of other staff, clients, patients and members of the public.

Information Quality

All staff must ensure complete and accurate data is collected and recorded in a timely manner.

Equality & Diversity

NHS England recognises the diversity of its staff and undertakes to treat them equitably and fairly irrespective of gender, gender identity, disability, race age, sexual orientation, religion or belief. NHS England recognises its duty to each and every individual employee and will respect their human rights'. It also expects that its employees will treat other staff, patients and members of the public with dignity and respect.

Confidentiality

All staff must at all times be aware of the importance of maintaining confidentiality on information gained in the course of their duties. This may well include access to personal information relating to service users and NHS England staff.

Information Governance

All staff have a personal responsibility to ensure that person identifiable, confidential or sensitive information is processed in line with the Data Protection Act, the NHS Records Management Code and the NHS Code of Confidentiality.

All staff should be aware of the requirements of the Freedom of Information Act 2000 and the NHS England procedures for dealing with requests for information in a timely manner.

Access to Health Records

All staff who contribute to patients' health records are expected to be familiar with, and adhere to the NHS England Records Management policy. Staff should be aware that patients' records throughout NHS England will be subject to regular audit. In addition, all health professionals are advised to compile records on the assumption that they will be accessible to patients in line with the Data Protection Act 1998. All staff that have access to patients' records have a responsibility to ensure that these are maintained and that confidentiality is protected in line with PCT Policy.

This job description is not intended to be an exhaustive list of duties but to give a guide to the objectives and responsibilities of the post. It will be reviewed in line with any organisational change and annually as part of the post holder's job review process.

Probationary period

The job description would normally be for a probationary period of 3 months initially and subject to satisfactory performance review

Job description agreement

Job holder's signature:	Date:
Head of department's signature:	Date:

1.4 Senior appraiser person specification

Core elements of a person specification for senior appraiser	
No distinction has been made between 'essential' and 'desirable' as the importance of each of these qualities should be determined by the responsible officer in relation to local context.	
Qualifications	Medical degree
	Licensed medical practitioner
	Entry on the medical performers list
	Higher medical qualification (e.g. MRCGP or equivalent qualification)
Experience	Experience and understanding of NHS England and Primary Care Organisations
	Active medical appraiser
	GP Education e.g. as a Trainer or Teacher
Knowledge	Medical appraisal and medical revalidation
	Change Management skills
	Relevant educational qualification
Skills	Motivating, influencing and negotiating skills
	Good oral communication skills, including active listening skills, the ability to understand and summarise a discussion, ask appropriate questions, provide constructive challenge and give effective feedback
	Good written communication skills, including the ability to summarise clearly and accurately
	Objective evaluation skills
	Appropriate IT skills for the role (familiarity with web-based appraisal support systems, on-line resources, web based discussion forums, reliable electronic communication skills)
	Proven leadership skills, including delegation, time-management, and networking skills
Attributes	Excellent personal integrity, personal effectiveness and self-awareness
	Motivated, enthusiastic, positive role model
	Able to adapt behaviour to meet the needs of the group and in the light of feedback
	Significant commitment to on-going personal education and development
	Able to work independently and autonomously
	Able to manage own workload and make timely and informed decisions
	Demonstrates a commitment to and focus on quality
	Promotes high standards to consistently improve patient outcomes
	Values diversity and difference
	Operates with integrity and openness
	Uses evidence to make improvements
	Looks for collective success, listens and learns from the contribution of others
Good working relationships and credibility with professional colleagues and relevant stakeholders	
Able to work effectively in a team	
Able to build wide support networks with key stakeholders, including doctors and appraisers	