



# National All England Appraisal Lead Conference

23rd February 2016  
Leeds

How to achieve  
consistency and quality in  
medical appraisal

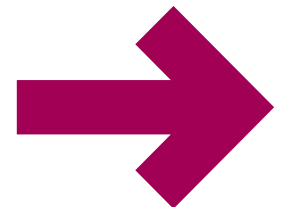
Dr Carl Egdell  
Dr John Bibby  
Dr Ruth Chapman





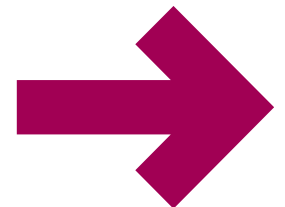
# Consistency

- How do you strive to achieve consistency in your appraisal system?
- And in the work that your appraisers do?



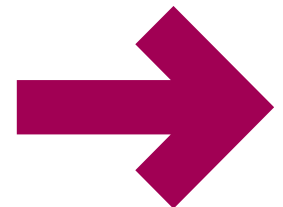
# Quality: QA of your appraisal system

- What are your processes of quality assurance?
- How do you report this back to your RO?
- How do you quality assure the work of your appraisers?



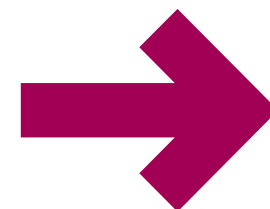
# Quality: QA of your appraisal system

1. Assuring the processes are followed with the correct information provided at the correct time in the correct formats.  
*QA of the Appraisal Office*
2. Assuring that the Appraiser's output up meets the requirements.  
*QA of the Appraiser*
3. Assuring that the Doctor's information in their portfolio meets the requirements.  
*QA of the Doctor*



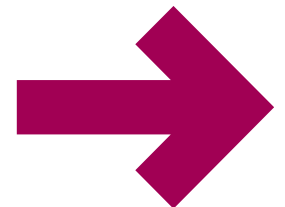
# *Identifying risk, how reliable is the appraisers output in relation to the doctor portfolio?*

Scenario	Quality Of Appraiser Output	Quality of Doctor Portfolio
1		
2		
3		
4		



## 3. Elements of QA of Appraisers

- a) Providing development opportunities for appraisers
- b) Obtaining feedback from doctors being appraised
- c) Reviewing appraisal outputs (summary and PDP)  
*and inputs where necessary*
- d) Reviewing appraisers' performance individually  
(self/peer/appraisal lead/responsible officer/  
appraisal and revalidation administration teams)





# Quality assurance of appraisal guidance document



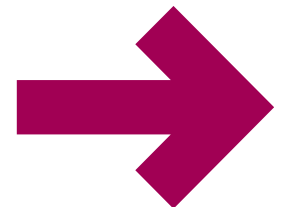
# NHS England appraisal policy and useful annexes

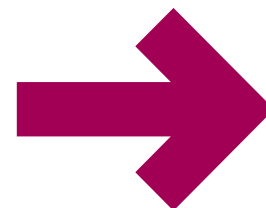
Revised NHS appraisal policy and annexes:

<http://www.england.nhs.uk/revalidation/appraisers/app-pol/>

The annexes include the routine appraiser assurance tools (annex J):  
ASPAT (appraisal output audit tool),  
Medical appraisal feedback questionnaire (feedback from doctors to appraisers),  
Appraiser assurance review template (for 1:1 between appraisal lead/senior appraiser and appraiser),  
Appraisal summary preparatory notes template.

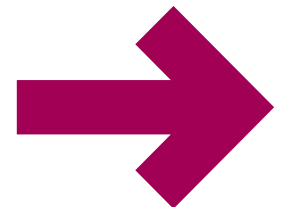
Complaint and appraisal postponement forms may also be found here





# Logistics handbook

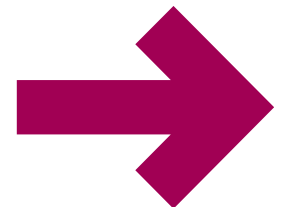
- Published 23/11/15
- Advice on matters relating to logistics of medical appraisal not addressed in previous guidance
- Specifically aimed at Responsible Officers, Lead Appraisers & Appraisers – but of interest to all doctors
- <https://www.england.nhs.uk/revalidation/wp-content/uploads/sites/10/2015/11/med-apprs-logstc-hndbk.pdf>



# Logistics handbook

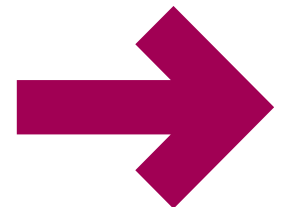
→ 9 topics covered including

- ✓ Scheduling
- ✓ Postponement
- ✓ Interruption
- ✓ When to seek additional patient feedback
- ✓ Recognising time taken for appraisal



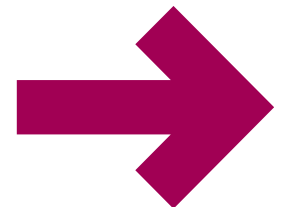
# Improving the inputs to medical appraisal in NHS England

- ➔ Guide aims to promote improvements to the inputs to medical appraisal by:
  - ✓ describing the current understanding and providing principles
  - ✓ reviewing the different categories of appraisal inputs in the light of these
  - ✓ providing useful tools and examples of good practice



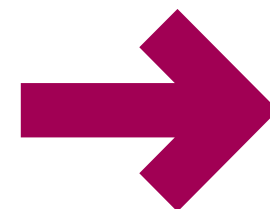
# Information Flows: Issues

- Which flows are legitimate?
- How to politely decline non-agreed requests?
- What?
  - Statement of no concerns
  - Confirmation of last appraisal date
  - Appraisal outputs
  - Other governance information
- Who pushes and who pulls?
- What format?



# Quality assurance of appraisal: Guidance notes

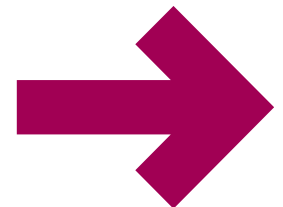
- As discussed





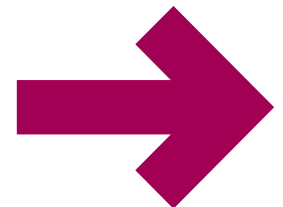
# MAG update

- Remains free to use
- “pdf” form
- Landscape
- Navigation buttons
- Appraiser comments self populate summary
- Appraiser checklist
- Stand alone
- New form about to be “road tested”
- Available April 2016



# Revalidation Management System

- RMS introduced this year for NHS
- Single management system for the Revalidation process
- Appraiser's input is straightforward but essential
- Log on details & training



# Appraiser workshop facilitator plans

- [Quick Guide to Planning an Educational Workshop](#)
- [Developing as a Professional Appraiser](#)
- [Professional Boundaries for Appraisers](#)
- [Calibration of the Supporting Information](#)
- [Supporting Information for Appraisal and Revalidation](#)
- [Communication Skills for Appraisers](#)
- [Giving Effective Feedback within Appraisal](#)
- [Negotiation and Challenge in Appraisal](#)
- [Multisource Feedback and Appraisal](#)
- [Cultural Competence for Appraisers](#)
- [Doctors' Health and Appraisal](#)
- [Probity for Appraisers](#)
- [Managing Patient Safety Issues in Appraisal](#)
- [Summary of Appraisal Discussion](#)
- [Supporting Doctors to set up a Self Directed Learning Group](#)
- [Appraising Doctors with GMC Conditions or Undertakings](#)
- [Audit](#)
- [Continuing Professional Development](#)

NHS Revalidation



The screenshot shows the NHS Revalidation website. The top navigation bar includes links for Home, About us, Our work, News, Events, Publications, Resources, Statistics, and Contact us. The main content area is titled 'HEE Appraiser Workshop Resources' and features a 'Foreword to the collection of appraiser workshops from Health Education England'. A search bar is visible in the top right corner.



<http://www.england.nhs.uk/revalidation/appraisers/meetings/hee-resources/>



# BMJ e-learning (free to BMA members)

<http://learning.bmj.com/learning/home.html>

Modules:

- Revalidation: a guide for appraisers
- Challenge in appraisal
- Calibrating the supporting information in medical appraisal
- Quality improvement activity for appraisal and revalidation in the United Kingdom
- Multisource feedback (MSF) for appraisal
- Getting the most out of your appraisal
- Tips for appraisers (a very basic overview)

