**Central Midlands**

**MEDICAL APPRAISER**

**Job Description and Person Specification**

**Accountable to:** Responsible Officer, NHS England (Central Midlands)

**Reports to:** Lead Appraiser appointed by NHS England (Central Midlands)

**Key Relationships**: Local GPs

Other appraisers

Lead Appraiser

Senior Appraiser Team

Senior Clinical Advisers

Programme Manager and Programme Administrator(s)

# JOB SUMMARY

To carry out between 6 and 20 medical appraisals each year, in line with NHS England’s Appraisal Policy.

Each appraisal will require on average 2-3 hours preparation time, including reading through all documents provided by the doctor.

Each appraisal interview will take between 120 and 240 minutes to conduct.

# TRAINING AND PERFORMANCE REVIEW

# The appointment will be probationary until appraisers have successfully completed three appraisals which have been peer reviewed by a Senior Appraiser. All appraisers are encouraged to participate in their local appraiser meetings.

# Appraisers will have a one-to-one review every 1-3 years (depending on performance), with a senior appraiser appointed by NHS England (Central midlands).

# As part of the appraiser training programme, appraisers will be expected to undertake annual mandatory appraiser training organised by NHS England (Central midlands), in addition to any local appraiser training.

**KEY AREAS OF RESPONSIBILITY**

* To carry out appraisals in line with standards set out in the NHS England Appraisal Policy (the Policy) and Consultancy Agreement
* To report any serious concerns arising during the course of an appraisal in line with NHS England and local policies and procedures

# KEY SERVICES TO BE PROVIDED BY THE APPRAISER

1. Prepare for and undertake appraisals in accordance with the Policy.
2. Ensure that the appraisal is conducted in line with the Good Medical Practice Framework, using appropriate appraisal software and by reviewing evidence and documentation provided by GPs.
3. Support the GP in considering their practice and personal development plan over the past year.
4. Agree SMART objectives for the coming year and record within the GPs Personal Development Plan.
5. Discuss progress toward revalidation, and support the overview required of the revalidation requirements at the pre-revalidation appraisal.
6. Complete the appraisal summary documentation, and ensure the appraisal is signed off no later than 28 days following the date of appraisal.
7. Maintain confidentiality over the detail of appraisal discussions.
8. Build a positive working relationship with the appraisee and follow-up appraisal discussions.
9. Identify early warning signs that a GP may be struggling and agree with the individual GP how they might be supported. In exceptional circumstances, where seriously deficient or dangerous practice is encountered, the Responsible Officer should be notified in line with local procedures.
10. Be part of a team of appraisers and contribute to their mutual support, including attendance at appraiser meetings.
11. Take part in the local arrangements for management and quality assurance of appraisal and structured performance reviews.

#### REMUNERATION

####  GP Appraisers receive a fixed payment of £500 (set by NHS England) for each appraisal undertaken and is inclusive of all travelling and training.

#### ADDITIONAL RESPONSIBILITIES

#### To use an NHS NET account for all communications in relation to the appraisal role

#### To be on the national performers list of England

#### PERSON SPECIFICATION

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| **Education** | **Essential or Desirable** | **Assessment** |
| Medical Degree | Essential | Application |
| GMC Registration | Essential | Application |
| Have participated in mandatory training including IG, E&D and safeguarding | Desirable | Application |
| **Registration and Experience** |
| Be on the National Performers list | Essential | Application |
| At least three years as a GP  | Essential | Application |
| Currently a working GP, full time or part time (salaried/ locum) | Essential | Application |
| Involvement in medical education or training | Desirable | Application and interview |
| Not be under investigation for any criminal offence or GMC/local poor performance issues, or working under GMC restricted practice order | Essential | Application form declaration |
| **Skills, Aptitude and Knowledge** |
| Able to demonstrate an understanding of the principles and context of medical appraisal and revalidation  | Essential | Interview |
| Excellent Interpersonal and communication skills | Essential | Interview |
| Understanding of equality and diversity | Essential | Interview |
| Good knowledge of Information governance | Essential | Interview |
| Knowledge of local professional development and learning structures | Desirable | Interview |
| Ability to give formative feedback | Essential | Interview |
| **Personal Qualities** |
| Motivated and conscientious with a desire to help colleagues | Essential | Interview |
| Demonstrates a desire to promote education | Essential | Application and interview |
| Demonstrates a commitment to high quality health care | Essential | Interview |
| Demonstrates appropriate professional confidentiality | Essential | Interview |
| Aware of responsibility to NHS England (Central Midlands) | Essential | Application and interview |
| Has the confidence and respect of colleagues | Essential | Application |
| Able to work with the NHS England (Central Midlands) Appraisal and Revalidation Managers/Administrators and respond in a timely way | Essential | Interview |
| Demonstrate commitment to continuing professional development as an appraiser. | Essential | Application and Interview |
| **Health and Physical abilities** |
| Psychologically capable of working as an appraiser | Essential | Interview |