Appendix 2

Appraiser Role Description

TITLE: Medical Appraiser

ACCOUNTABLE TO: Responsible Officer

KEY WORKING RELATIONSHIPS: Director of Medical Appraisal and Revalidation, Clinical Directors, Appraisal Support Group

APPOINTMENT FOR: 3 years subject to satisfactory periodic review

ROLE SUMMARY

To carry out enhanced appraisals in preparation for Revalidation in accordance with the Trust policy and procedures on appraisals for medical staff.

KEY RESPONSIBILITIES

1. To undertake a minimum of 4 appraisals and up to a maximum of 8 appraisals in any one appraisal year.

2. It is anticipated that each individual appraisal will take an average of 4 hours to complete. This includes all the pre-appraisal preparation, appraisal, and the post-appraisal documentation.

3. To complete the initial appraiser training and participate in on-going training as required.

4. To attend meetings arranged for appraisers as required.

5. To complete pre-appraisal preparation in accordance with national and local policy and guidance and quality standards, taking into account any relevant information which has been submitted from the appraisee’s line manager.

6. To undertake appraisals in accordance with Trust policy and procedures and current guidance. This will include:
   - Conducting appraisals using the electronic systems organised by the Trust
   - Agreeing an agenda with the doctor which should include an appropriate balance of personal, professional and local objectives
   - Building a positive working relationship with the doctor
   - Reviewing the appraisee’s submitted appraisal documentation and holding an appraisal meeting
• Supporting the doctor in considering practice over the last year and agreeing objectives and development plan with the doctor for the next 12 months
• Ensure that the post-appraisal PDP, summary and sign off is completed in accordance with national and local policy and guidance and quality standards and that it is submitted to the Appraisal and Revalidation Office within 28 days of the appraisal meeting. The content should be an accurate and comprehensive summary of the appraisal discussion.

7. To ensure that any information which raises concerns about patient safety are brought to the attention of the appraisee’s Medical Manager and Medical Director if appropriate.

8. To participate in performance review in the role of appraiser.

9. To participate in the management and administration of the appraisal system, including use of IT systems.

10. To participate in arrangements for the audit and quality assurance of the appraisal system.

11. To include the appraiser role within your own appraisal portfolio to review performance, structure any future development needs and reflect upon results obtained from appraisee feedback.

12. Confidentiality: The doctor’s commentary on achievements, concerns and aspirations, and the appraisal discussion, should be kept confidential to the doctor and the appraiser. In order to ensure that the final revalidation recommendation is based on a truly transparent process, all the remaining essential components of the appraisal process should be available for review, as necessary, by the Responsible Officer or their appropriately delegated staff.

13. Responsibility to Protect Patients: Both appraiser and appraisee must recognise their professional duty to protect patients. If during the appraisal process the appraiser believes that the appraisee may pose a risk to patients the appraisal should be suspended and the Medical Director notified immediately using agreed Trust procedures. The appraisal may be continued at a later date once the issue is resolved.

Nothing in the appraisal process can override the basic professional obligation to protect patients.

CONTROLS ASSURANCE STATEMENT
The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

DATA PROTECTION ACT 2018
To ensure compliance with all Trust policies, and those procedures relevant to the area of work.

At all times maintain high levels of confidentiality and information security, complying with the relevant legislation such as the Data Protection Act and the Computer Misuse Act. Where any processing of information takes place (paper records or electronically) ensure that the data is of good quality, accurate and relevant for purpose.
All employees must adhere to the Trust’s Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee’s legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust’s Policies and Procedures Manual/Intranet.

HEALTH AND SAFETY
All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust’s Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called “Whistleblowers Act”).

SAFEGUARDING DUTY
It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive appropriate levels of Safeguarding Children training according to their role.

Additional Notes:
- The post holder will have access to confidential data on staff and services within the Trust. Failure to maintain confidentiality may lead to disciplinary action, which could ultimately lead to dismissal.
- You will be required to assess all risks to your systems, processes and environment and contribute towards the clinical and corporate governance agenda as appropriate.
- You will be expected to produce work to a high standard and to promote quality at all times.
- You will be expected to keep yourself updated on all matters relating to Trust policy. You must familiarise yourself with matters relating to Health and Safety management as they affect you personally and/or the Trust.
- You will be expected to participate in the staff appraisal scheme for staff you manage.
- You will be expected to keep yourself updated on all matters relating to Trust policy.
Date post holder in receipt of role description .................................................................

Signature of post holder ...................................................................................................

Signature of Line Manager ..............................................................................................

Review Date (normally annually at appraisal): .................................................................

SAMPLE - DO NOT USE