Appraisal Toolkit for Practice Managers

We have worked with Fourteen Fish to update their Practice Manager Appraisal Toolkit in line with how our PM Supporters run the peer appraisals for PMs.

There is no obligation at all to use it, but you might find it helpful to keep all your info electronically. There is normally a charge for using this toolkit (£42 / year) but this year it has been provided at no cost for those using our PM Supporters for their appraisal.

Registering with FourteenFish

You need to be registered with FourteenFish to access this toolkit and book your appraisal. Registering is free and can be done at: www.fourteenfish.com

Please make sure you set your role as: Practice manager (or change it to such on your My account page if you have already registered) to access to the PM appraisal version.

Once registered log in and visit www.fourteenfish.com/appraisals. Here you may have an appraisal started for you. If you are getting a message to say that your appraisal type doesn't match your profession just contact FourteenFish support and they will remedy this for you.

If you have used the system previously you may need to start a new appraisal.

Setting the dates for your appraisal

The first thing to do in your appraisal is to set the dates. You can do this by clicking the Set your dates link from the appraisal page or if you are starting a new appraisal you will be taken to this screen automatically.
The Appraisal dashboard

This is quite a busy page, but, once you are used to it, is a very useful summary of all your appraisal information.
Setting your appraiser
Next click the link to Set your appraiser and you should be taken to the following page:

Click that you wish to be Included in the Wessex LMCs scheme.
You will then be taken to a page where you can book your a time to have your appraisal at the Wessex LMCs office in Chandlers Ford.
Once you book a time slot you will be emailed and your appraiser set as one of the Wessex LMCs practice manager supporters.
Your appraiser will have access to your appraisal material once you have completed it and submitted it to them.

Entering information for your appraisal
The best way to get used to the system is to have a look around and start entering some information.
If you start under Appraisal preparation you can visit each of the 4 sections and record the relevant details.

Once you have completed each section, the empty circles turn green to show you they are completed.
To add supporting information, for example CPD, click on the CPD section and then you can bring in items from your Learning Diary if they aren’t included already.

You can add any new items of CPD here and also attach any relevant documents.

There is an online survey for feedback if you wish to. More information is at: www.fourteenfish.com/videos#c2bBa_a2bsM

**Personal Development Plan**

Use the PDP section to add thoughts from last year, reflections on progress for last year’s appraisal and ideas going forward.
Sending to your appraiser
The What's left to do button (in the tools section) produces a list of anything that you may have overlooked and from this screen you can click through to any sections left to complete.

When you are happy that your appraisal is complete you can then ‘Send to your appraiser’. (this becomes a pink active link once you have an appraiser)

Help
If anything isn't clear or you need any help at all please don't hesitate to contact FourteenFish who always try and reply promptly. They can be reached by clicking the Contact us link at the bottom of every page on their website or by emailing support@fourteenfish.com or 01794 231414.