

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

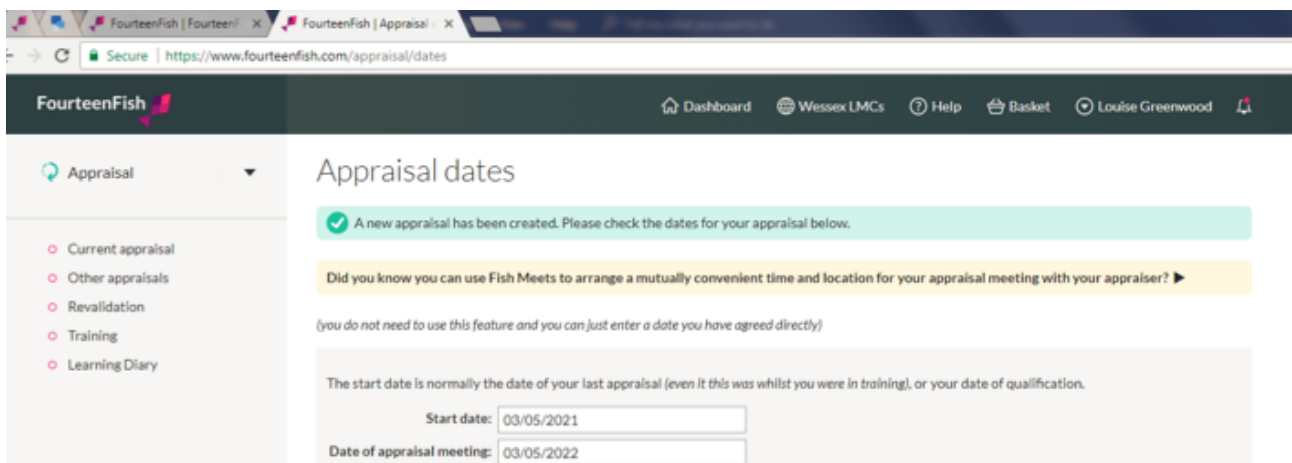
Please make sure you set your role as: Practice manager (or change it to such on your My account page if you have already registered) to access to the PM appraisal version.

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 screenshot shows a web browser window with the URL <https://www.fourteenfish.com/appraisal/dates>. The page title is "Appraisal dates". A green notification bar at the top says "A new appraisal has been created. Please check the dates for your appraisal below." Below this is a yellow tip: "Did you know you can use Fish Meets to arrange a mutually convenient time and location for your appraisal meeting with your appraiser?" followed by a link icon. A note in parentheses says "(you do not need to use this feature and you can just enter a date you have agreed directly)". The main content area has a heading "The start date is normally the date of your last appraisal (even if this was whilst you were in training), or your date of qualification." Below this are two input fields: "Start date:" with the value "03/05/2021" and "Date of appraisal meeting:" with the value "03/05/2022". The left sidebar shows a navigation menu with "Appraisal" selected and sub-items: "Current appraisal", "Other appraisals", "Revalidation", "Training", and "Learning Diary". The top navigation bar includes "Dashboard", "Wessex LMCs", "Help", "Basket", and the user name "Louise Greenwood".

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.

The appraisal dates information has been saved

2022/23 Appraisal

Activate your Appraisal Toolkit subscription View appraisal summary

Appraisal details and preparation

Appraisal details Date of meeting: 3 May 2022 Appraiser: Set your appraiser	My details My details My roles (1) Compliance passport Past appraisals	Appraisal preparation <input type="radio"/> Changes, Challenges & Achievements <input type="radio"/> Governance <input type="radio"/> Health Statement <input type="radio"/> Probity declaration
------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Supporting information

CPD <input type="radio"/> 0 entries	Quality Improvement Activity <input type="radio"/> 0 entries	Additional Information <input type="radio"/> 0 entries
Feedback <input type="radio"/> 0 entries	Management and Leadership <input type="radio"/> 0 entries	

Review last year's goals <input type="radio"/> Enter your goals from your last appraisal <input type="radio"/> Review each goal <input type="radio"/> General reflection on progress	PDP Ideas for the coming year <input type="radio"/> Your PDP Ideas (0)
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------

Submit to your appraiser

If you want you can give your appraiser access to everything you have entered before you formally submit your appraisal to them. Before you can do this you need to [set your appraiser](#).

What's left to do? Give appraiser early access Send to appraiser

Tools

<ul style="list-style-type: none"> Set a reminder Attachment management Supporting information spread Help	Learning Diary A really convenient way of adding entries to your appraisal throughout the year. Free mobile app available. Manage entries for this appraisal	 0 / 50 credits
-----------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------

This means you have entered the minimum data required for that section. You may still want to check it.

This means that you have made the statement required for that section or that you have marked it as completed if applicable.

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.

Supporting information

CPD 0 entries

Quality Improvement Activity 0 entries

Additional Information 0 entries

Feedback 0 entries

Management and Leadership 0 entries

CPD

Reflection

The space below is to record reflection on this years learning as a whole.

How has it changed your work? Will you approach your learning differently this year?

Save

Your CPD entries

You have 9 CPD entries in your Learning Diary not included in this appraisal.
(these entries do not sit inside your current appraisal dates, however)

Visit your [Learning Diary](#) to bring them into your appraisal.

Entries: 0
Credits: 0

+ New CPD

Title	Date	Credits	Reflection
-------	------	---------	------------

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)

Submit to your appraiser

If you want you can give your appraiser access to everything you have entered before you formally submit your appraisal to them.

What's left to do? Give appraiser early access Send to appraiser

Tools

- Set a reminder
- Attachment management
- Supporting information spread
- Help

Learning Diary

A really convenient way of adding entries to your appraisal throughout the year. Free mobile app available.

Manage entries for this appraisal

9.3 / 50 credits

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.