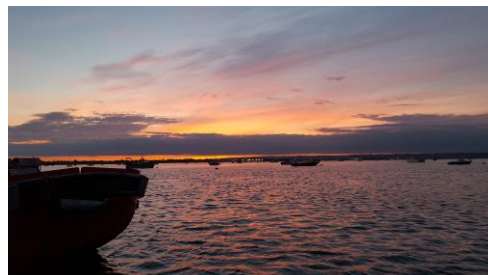


## Dear Appraiser

Well, so far Summer has been a bit hit and miss weather wise but hopefully the appraisal year is going a bit better! We hope you've all had or have holidays planned.

Please do read the items below as there are some important things to note. If you have any questions, as always, please do let us know.



*Susi, Steph and the Admin team*

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## Update: New Appraisal Management System

You may remember from the spring edition that we told you we had moved to FourteenFish. We've had some teething problems which we're sure some of you will have noticed and we want to thank you for bearing with us whilst we work these through. There is still more development to be done but we're getting there.

If you have any constructive comments or feedback you'd like to share about this, please do email us: [Appraisal.WX@hee.nhs.uk](mailto:Appraisal.WX@hee.nhs.uk)

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## Reminder: Email change to @hee.nhs.uk

Please do remember to update your contacts list with our new @hee.nhs.uk emails. We haven't been told when the old ones will stop but we know they will! All the correct emails are shown at the end of the newsletter.

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## Update: Capacity to help a colleague?

Many of you have contacted Susi to let her know you'd be happy to support colleagues by providing a pro-bono appraisal. The GMC and RCGP are finalising details and identifying suitable doctors now. Watch out for an email over the coming weeks with more detail about how we'll be taking this forward.

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## Update: Fixing/ agreeing dates after the appraisal due month now needs a form (the 9-15 month rule has gone...)

Thank you all for your understanding about the need for the form and the drive to keep dates within the nominated appraisal month (as raised in the Extra Edition issued mid-June). The excellent response from you all is being evidenced in the date setting with your appraisers.

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## Performance Development Review (PDR) and Terms of Engagement update

You should all have received your PDR via email on 31<sup>st</sup> July 2017. If you haven't received yours, please contact us at [Appraisal.WX@hee.nhs.uk](mailto:Appraisal.WX@hee.nhs.uk) and let us know.

As usual we have asked you to complete and return the self-assessment and reflection form and so this is just a little reminder to do that please. Each will be shared with the appropriate lead for them to review. We also want to make sure that everyone has up to date Terms of Engagement.

**Whole  
Scope  
of  
Work**



**No matter how many roles you juggle...**

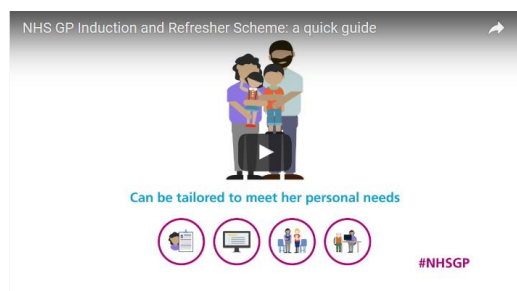
Just a reminder to all that every doctor should be completing their pre-appraisal documentation, no matter what platform they are using, with all the roles for which they are using their medical degree!

## The GP Induction and Refresher Scheme

Some of you may know that this has been reviewed and the website updated to reflect this. The link is now:

<https://gprecruitment.hee.nhs.uk/Induction-Refresher>

If any of your doctors have any questions on this, as they may be looking to step out of practice for a period of time, they should find this useful.



## Feedback Request

As reported in the spring edition, we are now ready to start asking you for feedback after each appraisal you do.

Please do not feel you have to do this every time!

We want to hear from you ONLY when you have something you want to tell us about the appraisal or an example of good practice to share. The post appraisal survey is designed so that you have a way to provide feedback whenever you feel it is appropriate. It will be sent automatically at the same time as the appraisee is asked for their feedback, starting from 1<sup>st</sup> September. We plan to review this feedback monthly to pick up any themes arising about appraisals, or if there is poor feedback from the appraisee.

If you wish to provide feedback at any other time, please talk to your Locality Lead or directly to the office team as you always have done.

## Team News

**Arrivals:** Since the last newsletter we have had a New Appraiser training course and as a result we have had new appraisers join some of the support groups. These include: Catherine Bayliss, Rachel Evans, Caroline Phillipson, Suma Sreeshyla and Juliet Thompson. As always, we know you'll welcome these new team members.

**Departures:** Since the spring newsletter, Stephan Johannes has stopped appraising. We thank him for his support and input over the years.

## Contact Details:

<p><b>Susi Caesar</b> Service Lead 01962 718484 / 07974 966141 <a href="mailto:susi.caesar@hee.nhs.uk">susi.caesar@hee.nhs.uk</a></p>	<p><b>Stephanie Hughes</b> Deputy Service Lead 07718 392977 <a href="mailto:stephanie.hughes@hee.nhs.uk">stephanie.hughes@hee.nhs.uk</a></p>	<p><b>Gill Watson</b> Programme Manager 01962 718574 <a href="mailto:gill.watson@hee.nhs.uk">gill.watson@hee.nhs.uk</a></p>
<b>Appraisal Administrators</b>		
<p><b>Chris Davis</b> Fareham &amp; Gosport, East Hants, Mid Hants, Portsmouth 01962 718572 <a href="mailto:chris.davis@hee.nhs.uk">chris.davis@hee.nhs.uk</a></p>	<p><b>Sarah Lang</b> Gibraltar, Guernsey, Jersey, NHS England South + training 01962 718575 <a href="mailto:sarah.lang@hee.nhs.uk">sarah.lang@hee.nhs.uk</a></p>	<p><b>Lindsey Penney</b> North Hampshire, Blackwater Valley, Isle of Wight, Southampton 01962 718482 <a href="mailto:Lindsey.penney@hee.nhs.uk">Lindsey.penney@hee.nhs.uk</a></p>
<p><b>David Shill</b> Bournemouth &amp; Poole, Dorset, New Forest, Eastleigh &amp; Test Valley South 01962 718571 <a href="mailto:david.shill@hee.nhs.uk">david.shill@hee.nhs.uk</a></p>	<p><b>Tara Martin</b> PA Support 01962 718530 <a href="mailto:tara.martin@hee.nhs.uk">tara.martin@hee.nhs.uk</a></p>	

## Useful Contacts for NHS England South Wessex:

RO: Dr Liz Mearns [englandwessexpcc@nhs.net](mailto:englandwessexpcc@nhs.net)

Performance Concerns: Teresa Hobbs [teresahobbs@nhs.net](mailto:teresahobbs@nhs.net) Tel: [0113 824 9948](tel:01138249948)  
Moira Philpott [moiraphilpott@nhs.net](mailto:moiraphilpott@nhs.net) Tel: [0113 824 9905](tel:01138249905)