

# NHS England South

## Medical Appraiser Competency Framework

### CORE COMPETENCIES FOR MEDICAL APPRAISER ROLE

#### 1 Professional Responsibility: To maintain credibility as a Medical Appraiser

COMPETENCY		BEHAVIOUR
1.1	Maintains high standards of professional responsibility, personal integrity, effectiveness, and self-awareness	<ul style="list-style-type: none"> <li>• Maintains high professional credibility</li> <li>• Acts as a champion and role model for Appraisal and Revalidation</li> <li>• Demonstrates insight and self-awareness</li> <li>• Reflects on feedback</li> <li>• Declares conflicts of interest</li> </ul>
1.2	Develops professional competence as a Medical Appraiser	<ul style="list-style-type: none"> <li>• Undertakes appropriate Continuing Professional Development, reflecting development needs in their Personal Development Plan</li> <li>• Reflects on performance and calibrates practice with other Appraisers, making changes to maintain consistency of standards</li> <li>• Reflects on feedback and makes appropriate changes to behaviour</li> <li>• Supports efforts to evaluate and improve local systems and processes</li> </ul>

#### 2 Knowledge and Understanding: To understand the role and purpose of the Medical Appraiser to be able to undertake effective appraisals

COMPETENCY		BEHAVIOUR
2.1	Understands the purpose of Appraisal and Revalidation, and understands the role and responsibilities of the Medical Appraiser	<ul style="list-style-type: none"> <li>• Demonstrates understanding of the purpose of Appraisal and Revalidation</li> <li>• Works within the limits of the Medical Appraiser role and responsibilities, setting appropriate boundaries and referring for advice and guidance from the Clinical Appraisal Lead or Responsible Officer as appropriate</li> </ul>
2.2	Understands quality and safety systems, and relates this to the context of the Doctor's work	<ul style="list-style-type: none"> <li>• Applies knowledge of quality and safety systems to Appraisal</li> <li>• Adapts approach to the work context of the Doctor</li> </ul>

2.3	Understands relevant legislation and guidance, including Equality and Diversity, Bullying and Harassment, Information Governance, Data Protection, and Confidentiality	<ul style="list-style-type: none"> <li>• Maintains knowledge of relevant policies and legislative frameworks, and applies the principles in practice</li> <li>• Demonstrates fairness and equality, and makes allowance for diversity</li> <li>• Always deals with confidential data in accordance with information governance policies and guidelines</li> </ul>
2.4	Understands educational principles sufficiently to inform the appraisal discussion and the design of professional development objectives	<ul style="list-style-type: none"> <li>• Demonstrates a learner-centred approach to the Doctor's professional development</li> <li>• Facilitates a review of the Doctor's practice</li> <li>• Promotes quality improvements in patient care through the professional development of the Doctor</li> <li>• Supports the design of appropriately specific, measurable, achievable, relevant, and time-defined [SMART] PDP objectives</li> <li>• Supports the role of professional development in quality of improvement</li> </ul>
2.5	Understands the Good Medical Practice framework for Appraisal and Revalidation, and GMC Supporting Information requirements, including relevant speciality-specific guidance	<ul style="list-style-type: none"> <li>• Demonstrates awareness of the Good Medical Practice framework for Appraisal and Revalidation, and GMC Supporting Information requirements, including relevant speciality-specific guidance</li> </ul>
<b>3 Professional Judgement:</b> To analyse and synthesise information presented at appraisal, and to judge engagement and progress towards Revalidation		
<b>COMPETENCY</b>		<b>BEHAVIOUR</b>
3.1	Evaluates the portfolio of supporting information effectively and consistently	<ul style="list-style-type: none"> <li>• Applies GMC principles and requirements, and speciality-specific guidance appropriately</li> <li>• Supports the Doctor in developing a portfolio covering the full range of supporting information and the full scope of work, appropriate to the stage of the Revalidation cycle</li> <li>• Makes appropriate sign-off statements to the Responsible Officer, highlighting the reasons for the statements where necessary</li> <li>• Reviews evaluation standards with other Appraisers and adapts behaviour to improve consistency</li> </ul>
3.2	Judges accurately and consistently whether the supporting information shows that the Doctor is on track to Revalidate	<ul style="list-style-type: none"> <li>• Makes accurate and consistent judgements about the cumulative quantity and quality of supporting information, related to different stages of the Revalidation cycle</li> </ul>
3.3	Ability to judge whether there is a patient safety issue or emerging conduct, health, or performance concern, based on the material presented and the Appraisal discussion, and take appropriate action if/where necessary	<ul style="list-style-type: none"> <li>• Responds appropriately to patient safety issues and early signs of emerging conduct, health, or performance concerns, according to local policy and procedures</li> <li>• Demonstrates the ability to suspend the Appraisal process where necessary, and take appropriate further action</li> </ul>

3.4	Ability to judge whether the doctor has appropriately engaged in the appraisal process and the review of their full scope of work	<ul style="list-style-type: none"> <li>Communicates accurate and consistent judgements about the engagement of the Doctor in Annual Medical Appraisal across the whole scope of work</li> <li>Communicates any concerns about the Doctor's engagement to the Doctor and Responsible Officer [or their Deputy] in a timely fashion</li> </ul>
3.5	Able to evaluate achievement of the previous year's Personal Development Plan objectives and to confirm that the new Personal Development Plan reflects the doctor's development priorities	<ul style="list-style-type: none"> <li>Reviews previous Personal Development Plan objectives with the Doctor, promoting reflection on lessons learned and changes made</li> <li>Indicates the outcome of the objectives from the previous Personal Development Plans clearly</li> <li>Promotes a new Personal Development Plan that addresses the Doctor's development priorities arising from the appraisal and gaps in the accumulating Revalidation portfolio</li> </ul>
<b>4 Communication Skills: To facilitate an effective Appraisal discussion, produce good quality outputs, and to deal with any issues or concerns that might arise</b>		
<b>COMPETENCY</b>		<b>BEHAVIOUR</b>
4.1	Ability to manage the appraisal discussion affectively	<ul style="list-style-type: none"> <li>Prepares effectively for the Appraisal discussion</li> <li>Sets the context and agrees the priorities for the Appraisal discussion</li> <li>Demonstrates the ability to facilitate a well-structured and focused Appraisal discussion, centred on GMC standards and the Doctor's professional development</li> <li>Demonstrates appropriate time-keeping within the Appraisal discussion</li> </ul>
4.2	Develops, maintains, and applies good communication skills including appropriate levels of support and challenge	<ul style="list-style-type: none"> <li>Builds good rapport</li> <li>Demonstrates good communication skills, including active listening, questioning, and summarising</li> <li>Reviews achievements, challenges and aspirations</li> <li>Provides effective feedback and constructive challenge</li> </ul>
4.3	Ability to manage a difficult Medical Appraisal	<ul style="list-style-type: none"> <li>Understand the factors that might contribute to a difficult Medical Appraisal</li> <li>Demonstrates a range of strategies in managing and difficult Medical Appraisal</li> </ul>
4.4	Ability to produce high-quality written Appraisal records and outputs	<ul style="list-style-type: none"> <li>Completes Appraisal documentation to a high standard</li> </ul>

**5 Organisational Skills:** To ensure the smooth running of the Medical Appraisal system, including timely responses and sufficient computer skills to be an effective Medical Appraiser

COMPETENCY		BEHAVIOUR
5.1	Effective management of time and workload	<ul style="list-style-type: none"> <li>• Completes Appraisal workload and documentation in a timely manner</li> <li>• Responds in a timely way to Doctors, managerial staff, and the Responsible Officer [or their Deputy]</li> </ul>
5.2	Sufficient computer skills to perform the role of Medical Appraiser	<ul style="list-style-type: none"> <li>• Demonstrates sufficient computer skills to perform the role of Medical Appraiser</li> </ul>
5.3	Familiarity and comfort with computerised support systems for Appraisal and Revalidation	<ul style="list-style-type: none"> <li>• Demonstrates effective use of computerised support systems for Appraisal and Revalidation</li> </ul>