#### Participant on the Medical Appraiser Courses

# NEW Appraiser APPLICATION FORM (v3)

**DO NOT UNLOCK THIS WORD DOCUMENT (type straight into the grey boxes) and
DO NOT SAVE AS PDF (we can only import applications if saved as Word documents)**

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| --- | --- |
| * Carefully read the role description / personal specifications.
* Contact the employing health board’s Appraisal Lead to discuss your interest in becoming an Appraiser to ensure there is vacancy and support for your application (in primary care this usually takes the form of a formal interview)

If the application is supported, complete this application form (complete the grey boxes) and email it to the **Appraisal Lead** who you spoke to, **and copy in** Medical.Appraisal@nes.scot.nhs.uk as email attachment. | 3-step guide to completing this application form:1. **Save this form** (using “Save As” / F12 from keyboard) to your computer (e.g. My Documents, Desk top), and **rename the file to your name**; keep the file as a Word document
2. Proceed to filling out the form (all the grey boxes) - when finished, **Save** and **Close** the document.
3. **Email Medical Appraisal and attach the application** from where you had saved it (from step 1).
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**The closing date for applications is typically 8 weeks before the date of the earliest course you have chosen to attend. However, late applications will be considered if places are available.**

## 1) Your details

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| --- | --- |
| **Title:** |       |
| **First or Given Name:** |       |
| **Last Name:** |       |
| **GMC Number:** |       |
| **Contact Address:***Line 2**Line 3***City:****Post Code:** |                           |
| **Email Address:** |       |
| **Phone Number:***Alternative Number* |            |
| **Which Health Board(s) will you be appraising in?***If “Other”, please specify* |  **(use the drop-down menu)**      |
| **Specialty:** | [ ]  I am a GP; **OR**[ ]  I work in Secondary Care; my Specialty is Please type; and the number of appraisals I intend to carry out per annum is  |
| **Support of your application** *(copy in your Appraisal Lead when emailing in your completed application)***:** |
| **Who is your Appraisal Lead?***If you are unsure, visit* [*Medical Appraisal Scotland*](http://www.appraisal.nes.scot.nhs.uk/contacts/appraisal-leads.aspx) |       |
| **Have you discussed your intention to apply for the post of Appraiser with your Appraisal Lead (or Chief of Medicine if you are in NHS GG&C)?***By ticking this box, you are stating that your Appraisal Lead is aware of your application and is currently recruiting Appraisers for their Health Board.* | [ ] *(single-click on the grey box to tick)* |

**Your answers to the questions below should give examples that draw on your own experience and are directly relevant to the Appraiser Role and personal specification criteria.**

## 2) About You

(The grey boxes will expand as you type into them)

|  |
| --- |
| Background:*Please tell us about your qualifications, date of completion of your training, your clinical and any other roles.*      |
| As an Appraiser:*Please tell us why you wish to be an appraiser, and what you anticipate may be your strengths and weaknesses in this role.*      |
| *What particular skills and knowledge do you have that would be relevant to the role of Appraiser?*      |
| *What particular challenges do you anticipate as an appraiser?*      |
| Understanding of the principles of medical revalidation:*Please describe your understanding of the role of appraisal in medical revalidation.*      |
| Please tell us what you hope to learn through participation in this training:*We hope to develop the training progressively. We have ideas about what we think will be useful for appraisers to learn but we want to meet the participants’ learning needs.*      |
| When was your last appraisal and in which Health Board?      |

#### Participant on the Medical Appraisers Courses (Primary and Secondary Care)

These courses are joint Medical Appraiser Training courses for both Primary and Secondary Care Appraisers. All participants will be informed of the outcome of their application as soon as possible and whenever possible two months before the commencement date of the training. A reminder email will be sent to applicants 6-8 weeks before the training course and the pre-course work email will be sent out circa 4 weeks before the training course.

***If you are a GP…***

**Please note that all GP applicants will be required to undergo an interview with the Health Board’s Appraisal Lead before proceeding to a New Appraiser Training course.** This is because if you are assessed as ready at the training course, you will be recommended for appointment with the relevant Health Board.

## 3) Availability for New Appraiser Training

Please visit the Medical Appraisal Scotland website to see what training course is available (hold down the Control key on your keyboard when clicking on the below link):

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| --- |
| <https://www.appraisal.nes.scot.nhs.uk/events.aspx?eventsCategory=NES%20New%20Appraiser%20training> |

Review the list of available courses in the above link, choose up to THREE that match up with your availability. In the table below, please provide details of the course you wish to attend in order of your preference (please cite course reference number).

The New Appraiser training courses are run over TWO HALF-DAYS. For continuity of training**, you must attend both half-days** when you are a participant.

![video[1]]()For remote training delivery\*, it is a requirement of the course that participants attend the training with video and audio enabled devices to maximise your learning experience. This is crucial for day 2 as you will participate in mini appraisals in the appraiser and appraisee roles. It is also a requirement that participants are prepared to be videoed on occasions where video recordings of some sessions are required (tutor/participant withdraw early etc); you will be informed prior to video recording taking place and any recordings will only be kept for a max of 8 weeks when MS Teams setup will be deleted.

**Please enter course reference and specify if it’s the morning or afternoon sessions you are applying for** (e.g. N100A or N101P etc):

|  |  |  |
| --- | --- | --- |
| **1st Choice** | **2nd Choice** | **3rd Choice** |
|       |       |       |

**Please proceed to next page to complete the Declaration to finish.**

*\* Due to the remote format of the remote training, video recording may not be a requirement until suitable technology is available. You will be informed prior to the training if video recordings will take place.*

# Declaration

*I declare that if I am successful with my application to be a participant on a Medical Appraisers training course, I can attend the training days indicated above. I undertake to complete all pre-course modules required. If I am unsuccessful on this occasion I understand that my name will be kept for future training days and I may be contacted in the future.*

Please click on the grey boxes to confirm the following statements:

|  |  |
| --- | --- |
| **I confirm that I have (or will have) completed the** [**necessary pre-course modules**](https://www.appraisal.nes.scot.nhs.uk/appraiser-training/new-appraiser/pre-course-modules/07a-appraisal-in-trainer-role-secondary-care-university/) **prior to attending any allocated courses** | [ ]  |
| **I declare that the information I have given in this application form is, to the best of my knowledge and belief, true and complete.** | [ ]  |
| **I am currently practising in my specialty and intend to do so for the next 2 years.** | [ ]  |
|  |  |
| **Type Name/Electronic Signature:** |  |
| **Date:** *(dd/mm/yyyy)* |  |

Please email this completed application to Medical.Appraisal@nes.scot.nhs.uk as an email attachment and remember to copy in your employing health board’s Appraisal Lead.