

Medical Appraisers Appointment Process for Appraisers new to Scotland

This document outlines the appointment and training process of medical appraisers in Scotland for appraisers who had UK training outside of Scotland.

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All medical appraisers in Scotland are appointed to the role by the employing NHS Board or organisation. For primary care appraisers this is through a separate contract usually for one or more sessions depending on the number of appraisals performed; for secondary care appraisers this takes the form of SPA allocation usually of 0.5 sessions in the job plan depending on the numbers of appraisals.

When revalidation was introduced in 2012, Scottish Government commissioned NHS Education for Scotland (NES) to provide New and Refresher Appraiser Training for all primary and secondary care appraisers fulfilling an appraiser role in Scotland. NES also hosts the Scottish Online Appraisal Resource (SOAR), the electronic portfolio used for appraisals across Scotland.

For the first few years all appraisers working in Scotland were required to complete the two-day NES New Appraiser Training course. We recognise that appraiser training is provided across the UK and some experienced appraisers who relocate to Scotland will wish to continue in an appraiser role. In order to ensure appraisals in Scotland continue to be provided to a consistent high standard, this is the recommended process for appointing these appraisers to a role in Scotland:

1. Doctors with previous appraiser experience to send an expression of interest to their local Appraisal Lead;
2. If there is a vacancy for an appraiser, the Appraisal Lead will arrange an interview to explore what training the appraiser has previously done and what their previous and current experience as an appraiser is;
3. Depending on the outcome of the interview, the Appraisal Lead can take one of the below actions:
 - a. Accept the doctor as an appraiser for the local Health Board / organisation and arrange local induction and refer them to the SOAR overview training video;
 - b. Suggest that they attend NES Refresher Training if their appraiser experience was longer than three and less than five years prior to the application or this is agreed at the interview for other reasons;
 - c. Suggest that they attend NES New Appraiser Training with the Appraisal Lead being copied in when application is sent to NES.

Once a doctor has been accepted to an appraiser role, the local Admin Team will make the necessary arrangements to enter them onto SOAR as an appraiser.

The flow diagram on the next page outlines the above steps.

Medical Appraiser appointment process (assuming there is a vacancy)

