



**Medical Appraisal
Scotland**

[Audio transcription of module 8]

Public Services Delivery
Scotland



Pre-course essentials

Refresher Appraiser training



This short module explains what you need to complete before attending the Refresher Appraiser training.

The screenshot shows the 'Medical Appraisal Scotland' website. The header includes the site name, a search bar, and logos for SOAR and NHS Education for Scotland. The navigation menu contains links for Home, What is..., Our work, Resources, News, Events, Appraiser training, and Contacts. A 'SOAR login' button is also present.

Refresher Appraiser: pre-course work

Home / Appraiser training / Refresher Programme / Refresher Appraiser training / Pre-course materials

All participants are asked to complete the below pre-course modules prior to attending the allocated half-day training (delivered via MS Teams). A workbook has also been provided for you as an aide-mémoire in your learning.

Make sure to prepare a challenging appraisal situation in QIA, SEA or MSF for the mini practice sessions.

The small and large group discussions on the day are based on the below so it is vital you complete them prior to attending.

Completed all modules (highlighted in green)

Reviewed resources (highlighted in green)

Below the progress indicators are three video thumbnails:

- Thumbnail 1: NHS Services Delivery logo.
- Thumbnail 2: NHS Education for Scotland logo with a quote: "In the middle of every difficulty lies opportunity."
- Thumbnail 3: NHS Education for Scotland logo with the text: "Discussing private work (A roleplay example)".

You should now have completed the required modules and reviewed the highlighted resources. If not, please do so as soon as you finish this short module, as all sessions on the day are based on these materials.

Module: Challenging Appraisal Situations

<https://www.appraisal.nes.scot.nhs.uk/s/refapppremat/challappsit/>

Your notes

Add notes and reflections in below box:

--

Consider

What situations you would find challenging in an appraisal?

--

How would you deal with them?

--

We have provided you with a brief workbook to keep notes and reflections as you work through the materials. Make sure to bring this with you on the day for referencing.

Essential checklist

- Check for joining instructions
- Small and large group exercises
 - *inc mini practice session*
- Review “Challenging Appraisal Situation” module
- Review highlighted resources
- **Consider a topic for mini practice session**

Once you have been allocated a place on the course, you will be added to Microsoft Teams and receive the necessary joining instructions. The training includes a mix of small and large group activities, giving you the opportunity to practise appraiser skills in a safe and supportive learning environment.

Please make sure you have reviewed the “Challenging Appraisal Situation” module as well as the other highlighted resources prior to attending.

As mentioned, there will be a mini appraisal practice session...

Mini appraisal practice session

- Consider a couple of topics (as appraisee):
 - Significant event, QIA, MSF etc
 - Challenge and stretch the appraiser's skills
 - Avoid heavy / emotional topics
- Appraiser, Appraisee and Observer
- 15 minutes practice + 10 minutes feedback
- Confidentiality (real materials)

To prepare for this, you have been asked to consider a topic on a significant event, or a quality improvement activity or a Multi Source Feedback to discuss in the appraisee role. In this exercise we are focusing on the appraiser skills, so please avoid bringing materials with strong emotional content.

You will all take turns in the appraiser, appraisee and observer roles. Everyone will have 25 minutes, around 15 for the mini appraisal itself and 10 minutes for feedback. Thereafter, you will rotate the roles within the same group.

We have asked you to bring real examples from your workplace to keep the sessions realistic. As such, please remember confidentiality. Make sure you are in a private, uninterrupted space, log out of emails, and set your phone to silent.

Remember this is not a roleplay so please treat it with the same level of respect as your own appraisal.



Every course will be facilitated by experienced appraisers who are there to guide you through the exercises. Make the most of their combined wealth of experience and ask questions and engage with fellow participants – don't be shy!

And of course, as you would in any educational setting, be respectful to one another.

Final checklist

- Complete module
- Review highlighted resources
- **Prepare topics**
- Have fun!

So, to recap:

- Make sure you have completed the module and
- reviewed the highlighted resources
- Have a topic or two ready (in case others bring something similar) for the mini practice sessions

Above all else, enjoy the training!

“Be curious, not judgmental.”

Marguerite and Marshall Shearer | Walt Whitman | Ted Lasso

We look forward to welcoming you to our training courses!

This resource may be made available, in full or summary form, in alternative formats and community languages. Please contact us on **0131 275 6000** or email altformats@nhs.scot to discuss how we can best meet your requirements.

**Public Services Delivery
Scotland**

PSD Scotland
Gyle Square
1 South Gyle Crescent
Edinburgh
EH12 9EB
Tel: 0131 275 6000
www.publicservicesdelivery.scot

©PSD Scotland 2026. You can copy or reproduce the information in this resource for use within NHS Scotland and for non-commercial educational purposes under creative commons CC BY-NC 4.0 Deed | Attribution-Non Commercial 4.0 International | Creative Commons. Use of this document for commercial purposes is permitted only with the written permission of PSD Scotland.

[End of module]

Module created by Medical Appraisal Scotland
Audio generated by AI (<https://elevenlabs.io>)