#### NES Medical Appraiser Training Courses Tutors/Facilitators

# APPLICATION FORM

**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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| --- | --- |
| Before completing this **4-section application** form, please:* read carefully the role description and personal specification criteria;
* contact the employing health board’s Appraisal Lead to discuss your interest and capacity/workload; and
* if this is supported by the Leads, complete this form and **copy them in** when emailing the application.

**Email this completed form as an attachment to** **Medical.Appraisal@nes.scot.nhs.uk****.** | 3-step guide to completing this form:1. **Save this form** (using “Save As”) to your computer (e.g. My Documents, Desk top), and **rename the file to your name**
2. Proceed by filling out the form (all the grey boxes). When finished, **Save** and **Close** the document
3. **Email and attach the application form** from where you had saved it (from step 1) to us.
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**The closing date for application forms to be received by NES is 12:00 on 16 February 2024.**

1) Your details

|  |  |
| --- | --- |
| **Title:** |       |
| **First or Given Name:** |       |
| **Last Name:** |       |
| **Email Address (for MS Teams):****Alternative email (if different):** |            |
| **Phone Number:***Only used for emergencies at training* |       |
| **Employing Health Board:** |       |
| **Specialty:** |       |
| **Current Clinical Role:** |       |
| **GMC Number:** |       |
| **Support from Appraisal Lead:** |
| The work undertaken as a course tutor has to be agreed with the health board. Please discuss this with your Appraisal Lead and copy them into the application as proof of their support of your application. (If you are the Appraisal Lead, please discuss with your RO.) Please check this box to confirm your understanding of this. | [ ]  |
| **Access to SOAR appraiser feedback form:** |
| As part of the application process, we would like to review your appraiser feedback received (Form 6) on SOAR. Please check this box to grant us access permission. | [ ]  |

|  |  |
| --- | --- |
| Number of Appraisals:*Please tell us how many appraisals you currently carry out per year.* |  |

**Your answers to the questions in section 2 (About You) should give examples and draw on experience that is directly relevant to the Tutor role and personal specification criteria.**

2) About You

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

|  |
| --- |
| **Suitability for the role:**Please describe your experience in training and summarise the reasons why you are suitable to fulfil the role of Appraiser Course Tutor. Please include any experience of undertaking assessment and providing developmental feedback to trainees regarding their skills. Please include any experience of facilitating small training groups.      |
| **Experience as an Appraiser:** Please describe your experience as an appraiser and any challenges you have encountered and how you dealt with them.      |
| Any other information/experience relevant to your application not included above:      |

**Please complete Declarations section on next page.**

3) Declaration

Please confirm your availability to attend the interview:

|  |  |  |
| --- | --- | --- |
| **INTERVIEW** | **Date** | **I can attend** |
| **NES Medical Appraiser tutor cohort** | 28 February 2024 (AM) | **[ ]**  |
| **NES Medical Appraiser tutor cohort** | 29 February 2024 (AM) | **[ ]**  |
| **NES Medical Appraiser tutor cohort** | 29 February 2024 (PM) | **[ ]**  |

**All applicants will be informed of the outcome of their application by 4 March 2024.**

Should you be successful, please indicate your availability to join the induction session:

|  |  |  |
| --- | --- | --- |
| **INDUCTION** | **Date** | **I can attend** |
| **NES Medical Appraiser tutor cohort** | 12 March 2024 (2-3pm) | **[ ]**  |
| **NES Medical Appraiser tutor cohort** | 14 March 2024 (11am-12pm) | **[ ]**  |
| **NES Medical Appraiser tutor cohort** | 14 March 2024 (2-3pm) | **[ ]**  |
| *If you are unavailable for any of the above, please confirm your availability in the week beginning 11 March 2024:* |       |

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

|  |  |
| --- | --- |
| **I declare that the information I have given in this application form is, to the best of my knowledge and belief, true and complete.** | [ ]  |
|  |  |
| **Date:** *(dd/mm/yyyy)* |  |
| **Type Name/Electronic Signature:** |  |

**Please provide your potential availability on next section.**

4) Your availability

**All NES Appraiser training is scheduled over half-day format.** Please confirm:

|  |  |
| --- | --- |
| **The maximum time commitment (half-days per year) you can give to this role.** |       half-days |

Full details will be confirmed at conclusion of shortlisting.

**Full 2024/2025 programme**

Below is the tentative training programme for the next year. I would be grateful if you could indicate which you would be available to tutor on, should you be successful in your application to join the tutor cohort. We will work with your availability and capacity so will not over-allocate what you can commit (as indicated above).

*For continuity purposes, you must attend both half-days of the New Appraiser Training when tutoring.*

Courses ID ending in A indicated morning AM session (8:30am to 1pm);

Courses ID ending in P indicated afternoon PM session (1pm to 5:30pm);

Courses ID where it does not end in A or P indicates a full-day in-person event (8:30am to 5:30pm).

*For the Egan/GROW workshops, we are unlikely to draft you in to facilitate these unless you have attended the sessions yourselves; but we may, if available, invite you to shadow for experience.*

As a general rule we would never ask a tutor to help out in both morning and afternoon sessions on the same day even if you are available.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ID** | **Training** | **Venue** | **Day 1** | **Day 2** | **Available** |
| RA22A | Refresher | Teams | 01 May 2024 |  | **[ ]**  |
| RA22P | Refresher | Teams | 01 May 2024 |  | **[ ]**  |
| N112A | New Appraiser | Teams | 08 May 2024 | 15 May 2024 | **[ ]**  |
| (AM) | Egan | Teams | 22 May 2024 |  | **[ ]**  |
| N113 | New Appraiser | NES West Port (EDI) | 28 May 2024 |  | **[ ]**  |
| RA23A | Refresher | Teams | 05 June 2024 |  | **[ ]**  |
| RA23P | Refresher | Teams | 05 June 2024 |  | **[ ]**  |
| N114 | New Appraiser | NES 2CQ (GLA) | 11 June 2024 |  | **[ ]**  |
| N115A | New Appraiser | Teams | 18 June 2024 | 25 June 2024 | **[ ]**  |
| N115P | New Appraiser | Teams | 18 June 2024 | 25 June 2024 | **[ ]**  |
| (PM) | GROW | Zoom | 19 June 2024 |  | **[ ]**  |
| (AM) | Egan | Teams | 22 August 2024 |  | **[ ]**  |
| RA24A | Refresher | Teams | 29 August 2024 |  | **[ ]**  |
| RA24P | Refresher | Teams | 29 August 2024 |  | **[ ]**  |
| N116A | New Appraiser | Teams | 04 September 2024 | 11 September 2024 | **[ ]**  |
| N116P | New Appraiser | Teams | 04 September 2024 | 11 September 2024 | **[ ]**  |
| RA25A | Refresher | Teams | 17 September 2024 |  | **[ ]**  |
| RA25P | Refresher | Teams | 17 September 2024 |  | **[ ]**  |
| RA26A | Refresher | Teams | 20 September 2024 |  | **[ ]**  |
| N117A | New Appraiser | Teams | 02 October 2024 | 09 October 2024 | **[ ]**  |
| N117P | New Appraiser | Teams | 02 October 2024 | 09 October 2024 | **[ ]**  |
| N118A | New Appraiser | Teams | 01 November 2024 | 08 November 2024 | **[ ]**  |
| (PM) | GROW | Zoom | 05 November 2024  |  | **[ ]**  |
| RA27A | Refresher | Teams | 13 November 2024 |  | **[ ]**  |
| RA27P | Refresher | Teams | 13 November 2024 |  | **[ ]**  |
| (PM) | Egan | Teams | 19 November 2024 |  | **[ ]**  |
| N119A | New Appraiser | Teams | 21 November 2024 | 28 November 2024 | **[ ]**  |
| N119P | New Appraiser | Teams | 21 November 2024 | 28 November 2024 | **[ ]**  |
| RA28A | Refresher | Teams | 06 December 2024 |  | **[ ]**  |
| (PM) | Egan | Teams | 22 January 2025 |  | **[ ]**  |
| (PM) | GROW | Zoom | 29 January 2025 |  | **[ ]**  |
| N120A | New Appraiser | Teams | 20 February 2025 | 27 February 2025 | **[ ]**  |
| N120P | New Appraiser | Teams | 20 February 2025 | 27 February 2025 | **[ ]**  |
| RA29A | Refresher | Teams | 04 March 2025 |  | **[ ]**  |
| RA29P | Refresher | Teams | 04 March 2025 |  | **[ ]**  |
| N121A | New Appraiser | Teams | 11 March 2025 | 18 March 2025 | **[ ]**  |
| N121P | New Appraiser | Teams | 11 March 2025 | 18 March 2025 | **[ ]**  |

*Please email the completed form to* *Medical.Appraisal@nes.scot.nhs.uk**.*