New Appraiser training (1-day in-person): Programme (Tutor notes)

| **Time** | **Session** | **Notes** |
| --- | --- | --- |
| 08:30 | Tutors meeting (30 mins) | Private room. Lead Tutor to run through the day and confirm   * who will lead which large group discussions * key messages   Ask tutors to take notes of any difficulties that might arise in sessions / unhelpful questions or behaviour from any participant(s) and discuss at end of day meeting. |
| 08:45 | Tea/Coffee/network (30 mins) | Check with PFM if there’s any fire alarm testing scheduled |
| **09:15** | **Welcome and Introduction** (15 mins) | NES ADMIN to lead initial welcome & housekeeping (toilets, fire exits, fire drills etc); before handing formal intros over to LEAD TUTOR.  Round the group “Introduce yourself and tell us what you are most looking forward to about becoming an appraiser.” |
| 09:30 | Review of pre-session information (30 mins) | Large group discussions: invite feedback and reflection regarding modules they have worked through; what they found useful, difficult, why, queries etc |
| 10:00 | Supporting Information (45 mins) | NES ADMIN share timetable and grouping on large screen  Break into 2 groups;  In small groups, facilitated by tutors, the questions to address:   * *confidentiality statement at start of appraisal* * *How do you ensure SI covers all roles?* * *How do you judge if SI is appropriate and sufficient?*   Tutors to make sure everyone has a say  Admin to publish scheduled Questback (confirming everyone has turned up) whilst all in breakout. |
| 10:45 | 20 minutes break | NES Admin to knock on doors if needed |
| 11:05 | PDP and Form 4 (60 mins) | Break into 2 groups;  *Same small groups, different tutors/swap*  In small groups, facilitated by tutors, the questions to address:   * *How would you discuss PDP outcomes form the previous appraisal, and how may they be linked to CPD?* * *How do you support appraisees to develop a new PDP through the appraisal discussion?*   All participants will have been asked to review the Form 4 examples on <https://www.appraisal.nes.scot.nhs.uk/appraiser-training/new-appraiser/form-4-examples/> - tutors can refer to these to move the discussions along if needed.   * *What is the role of the Form 4?* * *What does a good Form 4 look like?*   Tutors to make sure everyone has a say;  It might be a good idea to put in Form 4 vignette re appraisee and also which appraisal this is with this appraiser, date of revalidation and how appraisal was conducted e.g whether remotely online or face-to-face etc.  Mention that appraisers in the afternoon mini appraisal sessions are asked to take notes and are expected to produce a mini Form 4 to share with Appraisal Lead as part of induction (if recommended). |
| 12:05 | Review of appraiser skills video (25 mins) | Back in main room (NES Admin to knock on doors if needed)  Participants should have already watched video, if not NES admin can (if needed) show <https://www.appraisal.nes.scot.nhs.uk/s/videona/>   * *Invite participants’ initial thoughts (what went well, what could be better etc)* * *If group is quiet, consider discussing:* * *How was the appraiser’s rapport with appraisee?* * *Did he miss any cues?* * *Anything you might do differently?*   *Always have a backup plan in case of connectivity issues (e.g. phone numbers)*  *Have them focus on appraiser skills demonstrated (or not) rather than content of video.*  *If discussion runs dry and time allows, could discuss other videos:*   * *What about the other videos you’ve seen?* * *What was good about them?* * *What could be improved?* * *What have you noticed regarding ‘remote appraisals’ and how will that influence your appraisals going forward?* |
| **12:30** | **LUNCH (45 mins)** | NES ADMIN Reminder: be back at 1:15pm sharp |
| **13:15** | **Welcome back + Intro to Mini Appraisals** (15 mins) | NES ADMIN share timetable and grouping on large screen   * *Mention Pendleton’s and Confidentiality* * *Remind appraisers to take notes for purposes of drafting anonymised mini Form 4 afterwards* * *Mention that Observer lead feedback by asking appraiser first, then appraisee’ observer and timekeeper then provide their feedback, tutor to then mop up* * *Any Qs before we start?*   *Timings below may change slightly depending on how many participants turn up* |
| 13:30 | Mini Appraisal (1) (30 mins) | 15 mins appraisal; 10 mins feedback; 5 mins overrun |
| 14:00 | Mini Appraisal (2) (30 mins) | 15 mins appraisal; 10 mins feedback; 5 mins overrun |
| 14:30 | 15 mins break | NES Admin to knock on doors if needed |
| 14:45 | Mini Appraisal (3) (30 mins) | 15 mins appraisal; 10 mins feedback; 5 mins overrun |
| 15:15 | Mini Appraisal (4) (30 mins) | 15 mins appraisal; 10 mins feedback; 5 mins overrun |
| 15:45 | Mini Appraisal: Plenary (15 mins) | Back in main room - Group feedback / reflection – how was it?  Keep feedback focussed on mini appraisal session (formal feedback forms about the training course as a whole will be shared at end of day) |
| 16:00 | Challenging appraisal situations (30 mins) | * *What are your main concerns or fears in the appraiser role?* * *What leads to challenging situations in appraisals?* * *How would you approach them?*   Cover probity and health issues if haven’t come up in discussion. Use of Form 4 before and after appraisal. |
| 16:30 | Plenary & Ask the tutors (15 mins) | Opportunity for final questions; Signpost to resources and support for appraisers   * NES, SOAR, Appraisal Leads and their meetings * Annual conference, Refresher courses and resources etc |
| **16:45** | **End of training** | Admin to wrap up on next steps:   * tutors meeting * assessment confirmation (“hopefully” no later than end of the week) * feedback form * anonymised Form 4 |
| 16:45 | Tutors meeting (30 mins) | NES Admin share screen to go through scoring |