#### Participant on the Medical Appraiser Courses

# REFRESHER 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)**

|  |  |
| --- | --- |
| Please ensure all relevant grey boxes of the application form have been completed, otherwise we will not be able to process your application. These courses are intended for Appraisers who have attended past NES Appraiser training and is geared towards their continued support.**Electronic** **applications, only, are required and should be returned to** **Medical.Appraisal@nes.scot.nhs.uk** **using email attachments.** |  3-step guide to completing this 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).
 |

**The closing date for applications is (ideally) three months 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

|  |  |
| --- | --- |
| **Title:** |       |
| **First or Given Name:** |       |
| **Last Name:** |       |
| **GMC Number:** |       |
| **Email Address:** |       |
| **Phone Number:***Alternative Number* |            |
| **Health Board:***If “Other”, please specify* |  **(use the drop-down menu)**      |
| **Specialty:** | [ ]  I am a GP**OR**[ ]  I work in Secondary Care; my Specialty is ; and the number of appraisals I undertake per annum is  |
| **Have you attended a NES-approved appraiser training course?** |       |
| **If yes, when (roughly)?** |       |
| **IF YOU ARE NOT A NES-TRAINED APPRAISER PLEASE COMPLETE THE BELOW:** |
| **Support of your application:** |
| **Who is your Appraisal Lead?:** |       |
| **Have you discussed your intention to undertake the Refresher Training 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 supportive of it.* | [ ] *(single-click on the grey box to tick)* |
| **Please sign and date this application:** | **Type Name/Electronic Signature:** |  |
|  | **Date:** *(dd/mm/yyyy)* |  |

#### Participant on the Medical Appraiser Refresher Training Courses

The **Refresher Training Courses** are joint Medical Appraiser training for both Primary and Secondary Care Appraisers. These courses are suitable for appraisers who have previously attended a NES Appraiser Training Course.

All participants will be informed of the outcome of their application as soon as possible and whenever possible ten weeks before the commencement date of the training. [This is dependent on NES receiving timely applications from potential participants.] A reminder email will be sent to applicants 8 weeks before the training course and the pre-course work email will be sent out 4 weeks before the training course.

## 3) Availability for Refresher Appraiser Training

|  |
| --- |
| <https://www.appraisal.nes.scot.nhs.uk/events/?eventsCategory=NES%20Refresher%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).

Please note that due to the nature of the 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.

Please enter course reference (e.g. R40 etc)

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

[x] [x]

**Please attach this completed application and email it to** **Medical.Appraisal@nes.scot.nhs.uk****.**

## 4) Self-directed learning resources

Irrespective of the attendance at the NES Refresher Appraiser training, there are a number of resources available to appraisers to support your on-going development. You will find this on our website:

<https://www.appraisal.nes.scot.nhs.uk/appraiser-training/refresher-programme/>