# Medical Appraiser Course Tutor/Facilitator

## Role Description

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| **Role:** | Part of Medical Appraiser Course Tutor cohort |
| **Purpose:** | A high-quality appraisal allows individuals to reflect on achievements, wellbeing, areas of strength and where change and improvement could be made. It is linked to the GMC’s revalidation process and has been developed to ensure that doctors can demonstrate positively that they remain fit to practise.  The role of the Appraiser Course Tutor is to support the training of colleagues so that they are ready and able to take on the appraiser role; ensuring high-level quality appraisals can be delivered consistently throughout all sectors of medicine in Scotland. |
| **Commitment:** | The role will involve delivering sessions and assessing participants at training courses (in-person or online), taking part in pre and post-training tutor meetings and attending tutor/facilitator development events.  Time commitment will vary depending on individual availability and the requirements for training courses. This will be agreed by negotiation at least 2 months in advance of any training event (though usually agreed a year ahead).  Typically, training via remote delivery will require one or two **half-days’** commitment. |
| **Accountability:** | The Appraiser Course Tutor is accountable to the NES Associate Post Graduate Dean for Appraisal and Revalidation and Medical Appraisal Training Manager for their work as a tutor/facilitator on NES Appraiser training courses. |
| **Recruitment & renumeration:** | Allocation to courses is managed by the Training Manager. We will work with everyone’s availability to ensure a fair distribution.  Those working in secondary care setting must have agreement from employing health board to provide appropriate professional leave in order to take up this role.  For those who are either working in primary care setting who are self-employed or  retired from NHS clinical commitments, NES will recompense for backfill and time involved at 1.5 sessional payment per half-day training course.  For in-person appraiser training courses, NES will reimburse the travel and accommodation expenses of all tutors. |
| **Application & support:** | Applications to take on the tutor/facilitator role must have the support of the health board. We ask all applicants to discuss this with their employing health board’s Appraisal Lead and copy them into the application. NES will not process applications that are not supported by the boards. |
| **Induction:** | Successful candidates will be invited to an induction session prior to tutoring on their first course, where they will be paired up with experienced tutors who will mentor and offer feedback throughout. |

## Duties

1. To participate as tutors/facilitators in the training of new and existing medical appraisers (hereafter referred to as delegates), working in both primary and secondary care.
2. To impart the knowledge and skills required to conduct an effective appraisal and ensure that the specifications for medical revalidation are addressed. This will be done through a variety of training methods.
3. To encourage the development of delegates by providing clear and specific feedback regarding delegates’ strengths and weaknesses as appraisers.
4. To lead and facilitate on exercises and group discussions, focussing on different aspects of the appraisal.
5. To participate in the evaluation of delegates, noting behaviours and attitudes throughout the training for both feedback and evaluation purposes.
6. To participate in deciding whether or not delegates are ready to take on the medical appraiser role in their health boards.
7. To reflect on their own skills as tutors/facilitators and to seek feedback and learning opportunities to further develop their skills in this role.
8. To ensure that they are fully prepared as a tutor/facilitator through undertaking all the necessary preparatory work prior to each training event.

If in the Lead Tutor role:

1. To lead and open training day welcomes/closing
2. To lead the training course tutors meetings
3. Mentor new tutors on courses
4. To deliver feedback to candidates who are not ready to take up an appraiser role yet on how they can further develop their skills

## Personal Specification

Those applying to join the Appraiser Course Tutor cohort **must have experience of being an appraiser and an appraisee**, and a commitment to continuing to work as an appraiser during the period they are tutoring.

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|  | **Essential** | **Desirable** |
| **Experience** | Is a medical doctor who has completed their training  Is an active appraiser, who has been appraising for at least 2 years  Has experience of evaluating supporting information presented (either formally or informally) by medical colleagues and giving feedback on the material | Has some experience of delivering training, including facilitating small group work and making presentations  Has experience of organising and delivering, with others, education and training in communication skills |
| **Qualifications / Registration** | Has a GMC licence to practice | On specialist/GP register (if applicable) |
| **Knowledge / Skills** | An understanding of CPD and its link with appraisal  Excellent communication skills (both verbal and written) and ability to project clearly, with enthusiasm and empathy  An understanding of the principles of appraisal and revalidation  Effective time management and general organisational skills | Report writing skills  Negotiation skills  Presentation skills  Coaching skills  An understanding of how people learn and the different ways people learn |
| **Disposition** | Credible standing with medical colleagues in the sector in which they work  Shows positive motivation to develop appraisers and support the national appraisal scheme  Demonstrates sensitivity to the issues likely to be faced by appraisees and appraisers  Is an effective team player and demonstrates support to fellow tutors and administrative staff  Demonstrates approachability  Demonstrates discretion |  |