



ROLE DESCRIPTION AND PERSON SPECIFICATION FOR APPRAISAL LEAD

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| Role: | Appraisal Lead |
| Responsible to: | Faculty Responsible Officer |
| Accountable to: | Faculty Responsible Officer |
| Remuneration: | £10,539 per annum (half a day per week pro rata consultant grade scale point 5) |
| Responsible for: | Promoting medical appraisal and revalidation. Establishing effective arrangements for medical appraisal. Providing leadership for the medical appraisers including appropriate quality assurance and performance review. |

Role summary:

The role of the FPH Appraisal Lead is to provide leadership and support to FPH appraisers, providing guidance, educational and benchmarking opportunities and performance review to all appraisers engaged by the FPH revalidation service. Working closely with the Faculty's Responsible Officer and Revalidation Team the role holder will promote, support and facilitate the implementation of national appraisal policies and ensure a robust quality assurance process is implemented for appraisals.

Key role specific responsibilities:

Managing the activity of medical appraisers to defined and quality assured standards, including, but not exclusive to:

- Promoting excellence in medical appraisal to deliver robust revalidation recommendations and quality improvements in medical practice through the professional development of Faculty members connected for the purposes of revalidation.
- Participation in the recruitment and selection of medical appraisers.
- Involvement in the organisation and/or delivering of competency-based new appraiser training.
- Supporting new appraisers through a probationary period, such as the first three appraisals, providing feedback on their performance.
- Monitoring performance of existing appraisers, ensuring that appraisals are conducted in line with national, regional and local guidance.
- Supporting the Responsible Officer by undertaking regular appraiser assurance reviews with appraisers.
- Promoting and supporting the continuing professional development (CPD) of medical appraisers.
- Promoting the benchmarking of professional judgements between appraisers through the provision of resources and opportunities to learn with and from others.
- Answering queries from public health specialists and practitioners and appraisers.
- Supporting the role of the Responsible Officer by ensuring that the outputs of appraisal provide the required information to enable robust revalidation recommendations to be made.
- Raising performance concerns identified through the appraisal process with the RO.
- Producing and promoting appropriate evaluation, reports and summaries.
- Support the Revalidation Team and Responsible Officer in dealing with significant events and complaints.
- Keeping informed about local and national developments in appraisal and revalidation.
- Promoting a quality assured appraisal and revalidation process.
- Representing the designated body when required at local, regional and national initiatives relating to the development and implementation of appraisal.

- Networking with other medical /clinical appraisal leads and their teams to maintain national standards of delivery of medical appraisal.
- Membership of the FPH CPD Committee to raise any issues relating to continuing professional development.
- Ensuring compliance with all confidentiality and governance requirements.
- Working at all times to promote equality and reduce inequalities.

Key accountabilities:

The Appraisal Lead will be accountable to the Responsible Officer for the Faculty of Public Health

Communications and key working relationships:

- Responsible Officer for the Faculty of Public Health.
- FPH revalidation team.
- Other medical appraisal leads.
- FPH appraisers.
- Members being appraised.
- Other key stakeholders including GMC, UKPHR, the Academy of Medical Royal Colleges, NHS organisations.

Training and performance review:

The medical appraisal lead will be required to undertake training and performance review appropriate to the role.

Other information:

This role description and person specification are an outline of the tasks and responsibilities and outcomes required by the role. The role holder may be asked to carry out other activities that may reasonably be required by the Responsible Officer.

This role description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the organisation and any changes in national policies or guidance.

The role is available through the Faculty's recruitment process and appointment to the role would normally include a probationary period of 3 months initially and subject to satisfactory performance review.

Appointment to the role may be terminated at any time if the role holder is unable to perform the duties for any reason, has a change of circumstances in that they no longer fulfil the essential requirements of the Person Specification or if conflicts of interest arise that are not manageable in the view of the Responsible Officer and Chief Executive.

Person specification

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| Qualifications | On the GMC Specialist Register with a license to practice <u>or</u> the GDC Specialist List <u>or</u> the UK Public Health Register (UKPHR) for Public Health Specialists |
| Knowledge | Knowledge of the purpose and process of medical appraisal and revalidation, the role and responsibilities of the medical appraiser and the responsibilities of doctors as described in the GMC's Good Medical Practice |
| | Knowledge of principles of clinical governance, evidence-based medicine and clinical effectiveness |
| | Understanding and application of principles of equality and diversity |
| | Understanding and application of legislation and guidance relating to data protection and confidentiality |
| | Knowledge of relevant specialty specific elements, including guidance on continuing professional development requirements and quality improvement activities |
| | Understanding of the context within which the faculty's appraisal system operates, in that it does not employ the appraisees, and the implications of this |
| Experience | Experience of applying principles of quality improvement |
| | Experience of management of medical appraisals for revalidation at a senior level |
| | Trained and experienced medical appraiser |
| Skills | Motivating, influencing and negotiating skills |
| | Good communication skills including active listening; understanding and summarising discussions; asking appropriate questions; providing constructive challenge and effective feedback |
| | Good written communication skills, including active listening skills, including the ability to summarise clearly and accurately |
| | Objective evaluation skills |
| | Appropriate IT skills for the role including web-based appraisal support systems, online resources and other e-platforms |
| Attributes | Excellent personal integrity, personal effectiveness and self-awareness |
| | Motivated, enthusiastic, positive role model |
| | Able to adapt behaviour in the light of feedback |
| | Significant commitment to on-going personal education and development |
| | Able to work independently and autonomously |
| | Able to manage own workload and make timely and informed decisions |
| | Demonstrates a commitment to and focus on quality |
| | Promotes high standards to consistently improve patient outcomes |
| | Values diversity and difference |
| | Operates with integrity and openness |
| | Uses evidence to make improvements |
| | Looks for collective success, listens and learns from the contribution of others |
| | Good working relationships and credibility with professional colleagues and stakeholders |
| | Able to work effectively in a team |
| | Able to build wide support networks with key stakeholders, including members and appraisers |