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**Appraisers for FPH Revalidation Service**

We are currently seeking to recruit one or more appraisers who would carry out revalidation-ready appraisals for doctors who have a prescribed connection to FPH for their revalidation to the General Medical Council (GMC) and other public health practitioners who have subscribed to the FPH Revalidation Service.

We are looking for someone has easy access to London.

As an appraiser, you will be expected to carry out between five and 20 appraisals per year liaising with the appraisee at all stages of the appraisal process, providing feedback, reviewing various sources of supporting information submitted by the appraisee and identifying support and developmental needs, whilst working collaboratively with the FPH revalidation team in accordance with its policies and processes.

Applicants should be Fellows in good standing with FPH. Previous experience as an appraiser for revalidation is preferable. Training to perform this role will be provided, as required.

FPH needs to ensure, as well as adequate experience and the ability and capability of candidates to perform the role, that there is an appropriate geographical spread of appraisers across the UK.

If you are interested in this role please see the job description below and email your completed application form to revalidation@fph.org.uk

Closing date for applications: xxxxxxxx

Interviews in xxxxxxxx

**Revalidation Service Appraiser**

**Job Description and Appraiser Agreement**

**Job Title:** FPH Appraiser

**Responsible to:** FPH Lead appraiser and Responsible Officer (RO)

**Key working relationships:** FPH RO, Lead appraiser, FPH revalidation team, other FPH appraisers and FPH appraisees

**Professionally accountable to:** GMC/UKPHR for his or her ethics and decision making

 All appraisers should be in good standing with FPH

**Requirement** Professional registration with the GMC (with a licence to practise), or UKPHR. Can continue in appraiser role for up to two years after relinquishing licence to practise.

**Remuneration:** £400 per appraisal (note: fee review underway)

**Length of term of office:** Rolling contract.Notice of 12 months from both parties.

This job description should be read as an addendum to any other responsibilities undertaken for FPH and in conjunction with the person specification and competency framework.

**Purpose of medical appraisal**

Medical appraisal can be used for four purposes to enable doctors to:

1. Discuss their practice and performance with their appraiser in order to demonstrate that they meet the principles and values set out in *Good Medical Practice* and thus to inform the responsible officer’s revalidation recommendation to the GMC,
2. Enhance the quality of their professional work by planning their professional development,
3. Consider their own needs in planning their professional development,

and may also be used to:

1. Enable doctors to ensure that they are working productively and in line with the priorities and requirements of the organisation they practise in.

**The process of medical appraisal**

Appraisers are to follow the processes outlined in the FPH appraisal and revalidation policy and the FPH appraisal guide when conducting appraisals on behalf of FPH.

Appraisers will be supported by the Lead appraiser and should work with that person if they have concerns about an appraisal or wish to discuss issues about the appraisal process.

**Hours required to fulfil the role**

It is important to note that the appraisal process requires significant input from the appraiser in terms of reviewing the inputs, conducting the appraisal and completing the outputs. It is our experience that each appraisal will take around 5-6 hours’ work (two hours to prepare – including initial engagement with the appraisee, two hours for the appraisal meeting and one to two hours to complete the appraisal paperwork.

We will expect appraisers to carry out a minimum of five appraisals per year to ensure maintained competency. The maximum requirement for any appraiser will be twenty appraisals each year. As agreed annually with the Lead Appraiser, appraisers will normally be requested to undertake two to four appraisals each quarter.

**Technology assisted appraisals**

Technology assisted appraisals (TAAs) are now recognised as an approach to appraisal that is not substantially inferior to face-to-face appraisal. TAAs ensure that appraisals can easily take place in a safe environment. TAAs should not just be for overseas appraisees but should be available to all our appraisees. Therefore, all appraisers must be able to provide appropriate video conferencing facilities with adequate connectivity and flexibility to accommodate different time zones.

Whenever possible, unless appraisee and appraiser already know each other well, the initial appraisal meeting should be face-to-face.

**Travel required to undertake an appraisal**

Where possible appraiser and appraisee will be matched to try to ensure that the appraisal can be undertaken without undue travel for either party. All appraisers are required to be able and willing to travel to London to undertake appraisals. FPH does not reimburse expenses, this includes travel, subsistence, accommodation and renting of venues.

**Revalidation Management System**

FPH currently uses the online platform L2P to securely manage the revalidation process for members connected to FPH. Access to L2P will be provided to all appraisees and their appraisers. The appraisee will use L2P to store their supporting evidence and their preparation for the appraisal discussion. Appraisers will use L2P to record their summary of the supporting evidence, appraisal summary and appraisal outputs (including the agreed PDP).

**Main duties and responsibilities**

Appraisers should:

1. Ensure the appraisee’s portfolio of supporting information complies with GMC/UKPHR requirements and includes supporting information from the whole scope of practice of the appraisee across the revalidation cycle.
2. Undertake the necessary pre-appraisal preparation in line with the current FPH guidance.
3. Conduct the appraisal interview, complying with the FPH relevant policies and procedures. This will include:
* agreeing an agenda with the doctor which should include an appropriate balance of personal, professional and local (where appropriate) objectives;
* building a positive working relationship with the doctor;
* assisting the appraisee in reviewing their supporting information in order to identify development needs;
* supporting the appraisee in developing a PDP for the coming year;
* undertaking the appraisal at a venue that is acceptable to the appraisee; and
* responding to the appraisee and finalising the appraisal summary in a timely fashion as outlined by the FPH revalidation and appraisal policy.
1. Make a judgement about the doctor’s progress towards revalidation and their overall engagement in the revalidation process. Appraisers should alert the Revalidation team at FPH if they foresee any problems. Appraisers should alter the RO to any potential patient/public safety or fitness to practice concerns. Appraisers should model appropriate attitudes and behaviours and need to be able to facilitate reflection and provide constructive challenge and feedback.
2. Satisfactorily attend initial training (if required) upon appointment and attend update training (FPH appraiser development day) at least three years out of five. Appraisers should also complete an Equality, Diversity & Inclusion training, either through their employment or with [the free e-learning module available on Acas](https://www.acas.org.uk/online-training).
3. Satisfy a probation period of six months and at least three appraisals.
4. Participate in on-going support and development to address development needs in the role of appraiser. This includes: a minimum number of appraisals to be undertaken each year, participation in update training, completion of any agreed personal development plan items related to the role of appraiser.
5. Participate in annual performance review with the Lead Appraiser. This will also include the appraiser receiving feedback from appraisees on the quality of appraisals undertaken by the appraiser.
6. Participate in their own appraisals within the specified timelines for their own revalidation, as determined by their regulatory body.
7. Support the Faculty in developing and maintaining a fit-for-purpose revalidation process. This includes participation in any arrangements for quality assurance of the appraisal system.
8. Comply with relevant Faculty [policies and procedures](https://www.fph.org.uk/professional-development/revalidation/resources/).

FPH will support the appraiser in all aspects of their agreed activities and this support will be provided by the Faculty’s Responsible Officer, Lead Appraiser and Revalidation Team.

**Confidentiality**

In principle, all information received or discussed during the appraisal process is confidential between the appraisee and the appraiser. Appraisal summaries should be sufficiently detailed for the RO to make a revalidation recommendation without disclosing unnecessary sensitive details. Information relevant to an appraisee’s revalidation may be shared with regulatory bodies such as the GMC. However, should any concerns arise regarding patient safety or fitness to practise, the Faculty’s policy for responding to concerns shall be followed.

Relevant information may also be shared with any relevant Designated Bodies should an appraisee’s prescribed connection change.

**Indemnity**

When undertaking appraisals on behalf of and allocated by the Faculty of Public Health, the appraiser will be covered under the Faculty’s Professional Indemnity Insurance, subject to policy terms and conditions.

The appraiser should, where applicable, notify their own medical defence organisation or professional indemnity organisation and those of their employers that they are undertaking the role of Faculty appraiser.

**Termination**

The Faculty reserves the right to terminate the agreement with the appraiser at any time if:

1. The appraiser is, in the reasonable opinion of FPH, incompetent, guilty of gross misconduct and/or any serious or persistent negligence.
2. The appraiser fails after written instruction to provide what is reasonably and properly required of him/her.
3. The appraiser is guilty of fraud or dishonesty or conducts himself in any manner which, in the reasonable opinion of FPH, brings or is likely to bring FPH into disrepute by association or would in any way damage public or professional confidence in the appraisal process governed and operated by the Faculty.
4. The appraiser relinquishes their professional registration with the GMC/UKPHR. FPH will allow the appraiser the continue in the roles for two years after relinquishing their licence to practice.
5. The appraiser is suspended by the GMC / UKPHR.
6. The appraiser is convicted of a criminal offence (other than a road traffic offence for which they are not sentenced to imprisonment).

If the appraiser wishes to be removed from the pool of Faculty appraisers, they should notify the Faculty in writing providing at least twelve months’ notice, unless exceptional circumstances prevent this.

If, at any time, the Faculty removes the Appraiser from its pool, the Faculty will not be liable for any perceived loss of income.

**Agreement of the appraiser and the Faculty of Public Health:**

Name of Appraiser: Faculty name and designation:

Date: Date:

Signature: Signature:

**Addendum: Data protection requirements**

The Faculty of Public Health is required to act in compliance with data protection legislation and with the security requirements of the L2P online platform.

Appraisers are required to comply with the following data management compliance arrangements when using the L2P platform, in the general processing of appraisals, and when processing personal and sensitive data obtained during the process:

* The Faculty is responsible for the security of all personal or sensitive data obtained or accessed during the appraisal and revalidation process and appraisers are required to read the Faculty’s appraisal and revalidation policies and information provided regarding the Faculty’s data management requirements.
* Appraisals to be conducted online via the L2P platform through secure login provided by the Faculty.
* No documents to be downloaded from the L2P platform. In instances where the download of documents is absolutely necessary and unavoidable, there is a requirement to ensure the security of all paper and electronic copies of the downloaded information.
* No copies to be retained of any information obtained during the appraisal process.
* No personal or sensitive data obtained or accessed during the appraisal process to be disclosed to third parties without the explicit consent of the Faculty.
* All email correspondence regarding the appraisal process to be conducted using the email address on record with the Faculty.
* All copies of information obtained during the appraisal process (including via email) to be deleted and securely destroyed within **7 days** of the completion of the assessment.
* If an information handling mistake occurs during the appraisal process this could constitute a data breach and the Faculty needs to be informed **immediately** by sending an email to revalidation@fph.org.uk. A data breach includes sending an email to the wrong recipient, losing or misplacing information, or unauthorised access to information by a third party. **If a serious data breach has occurred, the Faculty is required to report the incident within 72 hours to the Information Commissioner’s Office (ICO) and might also be required to inform the affected individuals.**

[ ]  I confirm that I have noted the requirements (please check the box).

Name of Appraiser:

Date:

Signature: