

JOB DESCRIPTION

Post:	Appraisal Lead (Medical and Dental)
Remuneration:	3 PAs
Period of appointment:	Two years with opportunity for extension.
Division:	Trust Services
Department:	Medical Director Office
Managerially Accountable to:	Chief Medical Officer/ Deputy MD

Job Purpose/Summary

The Appraisal Lead will support the Chief Medical Officer / Responsible Officer and deputy Medical Director/Deputy Responsible Officer with the operation of Medical Revalidation and Appraisal within the Trust.

This role includes responsibility for the delivery of effective appraisal systems for medical and dental staff, including quality assurance and the development and training of Trust Appraisers. The post holder will also have operational responsibility for the e-Portfolio system used for appraisal and will ensure that the appraisal element of revalidation is delivered in a timely fashion to enable the deputy RO to make revalidation recommendations to the RO. It is anticipated that the Appraisal Lead and deputy RO will work closely together to ensure that revalidation recommendations are robust.

The post holder will also liaise with the deputy RO to ensure timely audit reports to NHS-E and the Trust Board as required and will provide an update on appraisal compliance and quality quarterly to the medical workforce advisory group meeting chaired by the CMO or one of their deputies. They will work closely with the medical appraisal and revalidation support officer to deliver their responsibilities.

The opportunity to undertake RO training will be offered to the post holder as part of their personal development and to enable them to view their role in the context of revalidation.

Although the GDC does not require dentists to complete a revalidation process the post holder is expected to work with the dental staff to deliver effective appraisal for this staff group in line with their contractual requirements.

Main duties and responsibilities

1. Support the delivery of Revalidation by ensuring the delivery of effective appraisal for medical and dental staff in UHBW and in the 3 hospices for whom the CMO acts as RO (St Peter's Hospice, CHSW, Weston Hospice care).
 - a. Leads on education of doctors with respect to their responsibilities for revalidation

- b. Responds to day to day queries regarding appraisal and the appraisal elements of revalidation including for example- advice to doctors new to the UK or those who have got out of synch with their usual appraisal cycle
 - c. Supports appraisees in finding an appraiser where required and considers individual appraiser needs where appropriate
 - d. Champions appraisal in UHBW and leads on the recruitment and development of new appraisers and ensures that the number of appraisers is sufficient to deliver appraisal within the organisation.
- 2. Ensure the quality of strengthened appraisal, through effective support and development of Trust appraisers
 - a. Provides regular newsletters to appraisees and appraisers on topical issues
 - b. Ensures website information is up to date
 - c. Provides opportunity for appraiser training
 - d. Delivers appraiser updates
 - 3. Maintains a robust Appraisal System to ensure that Clinical Fellows / Trust Doctors and dentists are adequately supported
 - 4. Supports and develops the delivery of appraisal to groups such as physicians associates and medical support workers.
 - 5. Monitor and manage progress with annual appraisal numbers.
 - a. Working with HR and administrative teams to improve flows of information
 - b. Works with Deputy RO to escalate concerns regarding non-engagement with appraisal to support actions required to re-engage individuals
 - 6. Works with the Deputy RO and appraisal and revalidation support officer to ensure that the medical and dental appraisal policy remains up to date.
 - 7. Oversee the outputs of the individual appraisal process and assist the deputy Responsible Officer in the evaluation of supporting evidence and recommendations made about relicensing of individual doctors
 - a. Attends the monthly Responsible Officer advisory group to provide appraisal updates/ insight to the group where relevant
 - 8. Function as the Information Asset Owner for the Trust's Medical Revalidation software package
 - a. Using the software to run reports for NHS-E
 - b. Managing the contracts and tender processes relevant to this
 - 9. Supports the deputy RO to ensure that annual reports to NHS-E and reports to the Trust Board regarding revalidation are completed and returned in a timely fashion.
 - 10. Engages with NHS-E and appraisal lead Network Meetings as well as other Designated Bodies' where appropriate
 - a. Attends meetings as part of personal development
 - b. Works with North Bristol Trust to align processes
 - 11. Supports the CMO and deputy RO in any actions required by the HLRO related to the quality and delivery of medical appraisal and contributes to any HLRO reviews of the appraisal process.

UHBW provides RO support for the Children's Hospice South West (CHSW), St Peters Hospice and Weston Hospice care with respect to revalidation. The appraisal lead will provide appraisal support and associated functions for these 3 organisations alongside UHBW

Managerial/Organisational Relationships

The postholder will be managerially responsible to the Chief Medical Officer

Key Working Relationships

- Medical Director Team,
- Clinical Chairs and HRBPs,
- DME and physician associate lead,
- Trust Medical Appraisers.

General Information

About us Our mission is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

What you'll love about working here

UHBW has been rated by the CQC as 'Good' - our staff are proud to deliver excellent care. As a forwardthinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

A digital exemplar- Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

Sustainable healthcare - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

Access to further opportunities with the Trust - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

Diversity & Inclusion A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values. 'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.

PERSON SPECIFICATION

Appraisal Lead (Medical and Dental)

Education and Qualifications		Essential	Desirable	To be evidenced by*
Q1	Primary medical or dental qualification	✓		A
Q2	Full registration with the GMC or GDC and License to Practice	✓		A
Q3	Track record of continuous personal development	✓		A
Q4	Post Graduate Qualification		✓	A
Knowledge and Experience		Essential	Desirable	To be evidenced by*
E1	Substantial experience as a senior clinician	✓		A / I
E2	Evidence of interest in NHS management	✓		A / I
E3	Previous clinical leadership role either within specialty or division		✓	A
E4	Trained appraiser	✓		A
E5	Knowledge revalidation and appraisal systems		✓	A / I
Skills and Abilities		Essential	Desirable	To be evidenced by*
S1	Highly motivated self-starter	✓		A
S2	Excellent time management skills	✓		A
S3	Ability to organise	✓		A

Disposition / Attitude / Motivation		Essential	Desirable	To be evidenced by*
D1	Evidence of development of effective relationships and communication with other clinical staff	✓		A / I
D2	Evidence of developing education and training for clinical staff		✓	A / I
Other Factors				
O1	Evidence of credibility within their peer group and demonstrable ability to influence others	✓		A / I
Behaviours and Values - update				
B1	Respecting Everyone	✓		I
B2	Embracing Change	✓		I
B3	Recognising Success	✓		I
B4	Working Together	✓		I
Public Sector Language Competency				
	Be able to speak fluent English to an appropriate standard.			I

*
A = Application Form
I = Interview
P = Presentation
T = Test

Updated May 2023