



GIG
CYMRU
NHS
WALES

Addysg a Gwella Iechyd
Cymru (AaGIC)
Health Education and
Improvement Wales (HEIW)

Guidance Notes to Applicants for the Position of GP Appraiser - HEIW

Experience shows that competition to be an Appraiser in Wales is high and this is evident in the quality and quantity of applicant and their applications. It is not enough, therefore, to know that you would make a good appraiser and to rely on this 'self-evident' fact to be short-listed.

Applications are carefully scored on the merits of answers given in respect of the 'Essential' and 'Desirable' criteria of an Appraiser (criteria found below in the table). **A supporting statement should be created by the applicant on the recruitment system when applying.** Points awarded range from zero for 'no evidence' to 3 for 'fully evidenced'.

A zero against any 'essential' criterion will result in a failure to be shortlisted even if you score well elsewhere.

There are a limited number of interview slots available based on the total scores achieved by each applicant, therefore we strongly recommend that applicants fully evidence against all essential criteria, and where possible, desirable criteria. It is not sufficient, for example, to simply state that you have good communication skills and that you possess these solely by virtue of being an experienced GP. Applicants that describe evidence to support this will score more highly.

The only exception to this will be for some essential criterion that simply require a statement of fact e.g. GMC registration. We have detailed in the table below where a statement of fact will suffice, and if provided, the criterion would be marked as fully evidenced.

Remember, that each entry relates to qualities deemed to be relevant to the role and therefore 'essential' criteria will have greater weighting and are more important than 'desirable' criteria.

In order to avoid disappointment please take time to present yourself in the highest possible light on your application form and supporting statement. Many previous applicants of a high calibre have fallen short at this stage through lack of evidence against each criterion. You are in competition with many other determined applicants. We wish you the best of luck in your application and hope to see you at the next stage of the recruitment process.

If successful following the shortlisting stage of the process, interviews will be held in HEIW, Ty Dysgu, Cefn Coed, Nantgarw, Cardiff CF15 7QQ on 3rd December 2021.



GIG
CYMRU
NHS
WALES

Addysg a Gwella Iechyd
Cymru (AaGIC)
Health Education and
Improvement Wales (HEIW)

PERSON SPECIFICATION

| Attributes | Essential Criteria | Fully evidence in supporting statement? |
|--|--|--|
| Qualifications and/or Knowledge | Unconditional inclusion on the Medical Performers List in Wales | No – statement of fact sufficient |
| | Full GMC Registration including a Licence to Practise | No – statement of fact sufficient Yes |
| | Knowledge of NHS systems and structures | Yes |
| Experience | Subject to a minimum of 2 GP appraisals (not including GP Registrar appraisals) | No - statement of fact sufficient |
| | Demonstrate a commitment to appraisal and revalidation. | Yes |
| | Time Management skills, in particular, the ability to prioritise commitments in order to meet deadlines and attend appraisal meetings and conferences | Yes |
| Aptitude and Abilities | Excellent IT skills, proficient in using MS office and communication platforms | Yes |
| | Excellent communication skills, including demonstrable listening skills | Yes |
| | Proven ability to facilitate a supportive and challenging discussion, provide feedback and the ability to summarise a discussion and recall accurately | Yes |
| | Ability to evaluate evidence of learning and reflection in a manner that is consistent and free of bias | Yes |
| | Knowledge of primary health care, and the criteria for the duties and responsibilities of doctors as set out in Good medical Practice | Yes |
| | Knowledge of the national and local health care context including the revalidation agenda | Yes |



GIG
CYMRU
NHS
WALES

Addysg a Gwella Iechyd
Cymru (AaGIC)

Health Education and
Improvement Wales (HEIW)

| | | |
|---------------|--|--|
| | <p>Good understanding of GP appraisal, its key principles and links with CPD and clinical governance</p> <p>Evidence of commitment to own ongoing education and development</p> | <p>Yes</p> <p>Yes</p> |
| Values | <p>Proven ability to work effectively in a team</p> <p>Excellent personal motivation and able to work independently</p> | <p>Yes</p> <p>Yes</p> |
| Other | <p>Ability to travel to attend meetings across Wales</p> <p>Able to work hours flexibly</p> <p>Agreement from GP Partners or GP employer to undertake the GP Appraiser role.</p> | <p>No – statement of fact sufficient</p> <p>No – statement of fact sufficient</p> <p>No – statement of fact sufficient</p> |

| Attributes | DESIRABLE | Fully evidence in supporting statement? |
|--------------------------------|--|--|
| Qualification and/or knowledge | Knowledge of educational theory and practice which are relevant for appraisal | Yes |
| | Familiarity with examples of the application of best practice in relation to medical education and quality | Yes |
| Experience | Knowledge of the appraisal system in Wales | No – statement of fact sufficient |
| | Experience of motivating, supporting and encouraging others | Yes |
| Aptitude and abilities | Ability to speak Welsh | Yes |
| | Ability to influence people and policy | Yes |
| | Proven negotiating skills | Yes |