

## JOB DETAILS:

<b>Job Title</b>	GP Appraiser
<b>Grade</b>	GP01
<b>Hours of Work and Nature of Contract</b>	30 Appraisals per year (1.5 sessions per week)
<b>Division/Directorate</b>	Medical Directorate
<b>Department</b>	Revalidation Support Unit
<b>Base</b>	Ty Dysgu, Nantgarw

## ORGANISATIONAL ARRANGEMENTS:

<b>Managerially Accountable to:</b>	Head of RSU
<b>Reports to: Name Line Manager</b>	GP Appraisal Coordinator
<b>Professionally Responsible to:</b>	Head of RSU

### HEALTH EDUCATION & IMPROVEMENT WALES VALUES

**RESPECT FOR ALL** – *in every contact we have we have with others*

**TOGETHER AS A TEAM** – *we will work with colleagues, across NHS Wales and with partner organisations*

**IDEAS THAT IMPROVE** – *harnessing creativity and continuously innovating, evaluating and improving*

**Job Summary/Job Purpose:**

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### **Revalidation Support Unit (RSU) Overview**

The Revalidation Support Unit is a professional unit within Health Education and Improvement Wales (HEIW) which aims to support and improve professional standards across Wales. The Unit has responsibility for:

- Management of the Medical Appraisal Revalidation System (MARS). This is a sophisticated online appraisal platform used by over 7000 doctors, appraisers and HB managers and Medical Directors to facilitate the annual medical appraisal process and to support doctors and employers in meeting the requirements of revalidation.
- Delivery of face to face CPD events, training and online learning/resources
- Management of the GP Appraisal Process for all GPs in Wales on behalf of the Health Boards
- Leading on Quality Management systems and providing support for Medical Revalidation
- Development and management of online systems to support appraisal and revalidation including:
  - Orbit 360 - system to facilitate multi source feedback for Doctors as a part of their revalidation requirements.
  - Dental Appraisal System (DAS) – bespoke version of MARS for the use of community dentists.
  - Wales PRO – bespoke version of MARS for the use of Optometrists.

### **DUTIES/RESPONSIBILITIES:**

#### **DUTIES AND RESPONSIBILITIES**

Our Appraisers play a vital role in the facilitation of GP appraisal in Wales. Appraisers usually undertake appraisals for GPs in their region or at times, neighbouring regions

- To undertake a minimum of 30 (1.5 sessions) GP appraisals per year, in line with departmental procedures.
- To report to the Appraisal Coordinator on the progress of appraisals on a regular basis
- To escalate to and liaise closely with, the Appraisal Coordinator regarding appraisal disputes, use of exceptions / governance protocols, and any other matters as appropriate.
- To participate in initial, ongoing and refresher training to support ongoing development in the role
- To attend national appraiser meetings e.g. annual GP National Appraiser Conference and quarterly regional appraiser meetings with the relevant Appraisal Coordinator.
- To arrange and participate in HEIW annual appraisal process with their Appraisal

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#### Coordinator

- To provide advice on appraisal to individual GPs and signpost to relevant resources as required
- To undertake any other duties that may be assigned by the Unit, Appraisal Coordinator or Head of RSU, including:
  - Supporting GP Appraisers recruitment and training,
  - Online Resource developments e.g. MARS and Orbit360 updates, help & support resources,
  - Participate in regional quality assurance of appraisal summaries and evaluation of the appraisal process
- To act in accordance with relevant HEIW policies e.g. Equality & Diversity Policy, Health & Safety Policy
- To act in accordance with HEIW's Health and Safety Policy

## **PERSON SPECIFICATION**

The knowledge to be measured is the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	Unconditional inclusion on the Medical Performers List in Wales  Full GMC Registration including a Licence to Practise  Knowledge of NHS systems and structures	Knowledge of educational theory and practice which are relevant for appraisal  Familiarity with examples of the application of best practice in relation to medical education and quality	Application form and pre employment checks
<b>Experience</b>	Subject to a minimum of 2 GP appraisals (not including GP Registrar appraisals)  Demonstrate a commitment to the appraisal and revalidation  Time management skills, in particular, the ability to prioritise commitments in order to meet deadlines and attend appraisal meetings and conferences	Knowledge of the Welsh appraisal system  Experience of motivating, supporting and encouraging others	Application form and interview
<b>Aptitude and Abilities</b>	Excellent IT skills, proficient in using MS office and communication platforms  Excellent communication skills, including demonstrable listening skills  Proven ability to facilitate a supportive and challenging discussion, provide feedback and the ability to summarise a discussion and recall accurately	Ability to speak Welsh  Ability to influence people and policy  Proven negotiating skills	Application form and Interview

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	<p>Ability to evaluate evidence of learning and reflection in a manner that is consistent and free of bias</p> <p>Knowledge of primary health care, and the criteria for the duties and responsibilities of doctors as set out in Good Medical Practice.</p> <p>Knowledge of the national and local health care context including the revalidation agenda</p> <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>		
<b>Values</b>	<p>Proven ability to work effectively in a team</p> <p>Excellent personal motivation and ability to work independently</p>		Application form, interview and references
<b>Other</b>	<p>Ability to travel to attend meetings across Wales</p> <p>Able to work hours flexibly</p> <p>Agreement from GP Partner(s) or GP employer to undertake the GP Appraiser role, if applicable</p>		Application form, interview and references

### **GENERAL REQUIREMENTS**

Include those relevant to the post requirements

- **Values:** All employees of HEIW are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt

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their own competence to perform a duty.

- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and HEIW Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on HEIW to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. HEIW is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively

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seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under HEIW Disciplinary Policy.

- **DBS Disclosure Check:** In this role you will have \* direct / indirect contact with\* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau \*Standard / Enhance Disclosure Check as part of HEIW's pre-employment check procedure. \*Delete as appropriate.  
The post holder does not require a DBS Disclosure Check. \*Delete as appropriate.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing HEIW's Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all visitors and staff the best chance to be healthy, HEIW site and grounds are smoke free

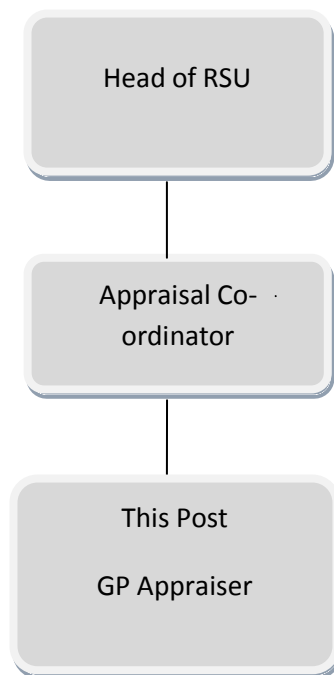
**Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

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### Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



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### Supplementary Job Description Information

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

#### **Physical Effort**

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
<b>NOT APPLICABLE – GP EDUCATOR POSTS ARE NOT SUBJECT TO THE NHS JOB MATCHING PROCESS.</b>			

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## Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments

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## Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments

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### Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - **\*Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments

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