

*“Appraisers need to be trusted, but so does the system that appoints and support them”*

## Agenda

Quality assurance of GP appraisal relies on appraisers knowing what how to carry out their role well. Their knowledge, skills, attitude and experience are crucial if appraisal is going to encourage, support and challenge the Continuing Professional Development of GPs.

This guidance suggests how appraisers should be selected in order to ensure the right individuals are appointed as appraisers

## Best Practice

The Department of Health guidance states that GP appraisal should be carried out by GPs properly trained in appraisal and the General Practitioners' Committee (GPC) further suggests that an appraiser should normally be actively working in General Practice and should “have the backing of the local profession”.

Clearly in selecting appraisers it is also essential to ensure they have the attributes that will enable them to successfully complete appraisal training and to carry out the appraisal role successfully and conscientiously.

It is suggested that an appraiser would normally have 3 years experience in general practice before becoming an appraiser, but that after 3 years all GPs should be eligible to apply to become an appraiser.

The process of selection should be informed by the Primary Care Organisation's Human Resources Department and appointments policy at all stages.

Advertisements should be placed in journals or newsletters that are read by local GPs . It may also be appropriate to send the advertisement to practices and to doctors on the performers list that are not in practices.

A clear job description should be available that details the responsibilities of an appraiser, what training requirements will be required before appointment and how ongoing training and supervision will take place.

Interview of short listed candidates should be carried out by a panel that includes the GP appraisal lead and a senior PCO manager or clinician. The Local Medical Committee (LMC) should be invited to be a part of the interview panel. It may also be useful to include a representative from Deanery of other body that leads on appraisal locally.

There should be a clear person specification, available to candidates, that informs the selection criteria

### Knowledge

- |                                  |           |
|----------------------------------|-----------|
| • Principles of GP appraisal     | Essential |
| • Principles of General Practice | Essential |
| • Principles of Adult Education  | Desirable |

### Skills

- |  |           |
|--|-----------|
| • Interpersonal and communication skills | Essential |
| • Planning skills                        | Desirable |

Sheet 3  
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ABC of GP Appraisal  
“Selection of Appraisers”  
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