

Appraisal Matters

July 2023

WESSEX 
Appraisal Service

Contents:

- 1 Successful first year
- 2 PDRs and survey
- 3 2 key messages
- 4 Welcoming to the team
- 5 FAQs section
- 6 Annual conference invite link
- 7 Guernsey appraisals
- 8 Different WhatsApp groups
- 9 Clarification Quiz
- 10 Appraiser Support Unit
- 11 Contact us

Successful 1st year

We are pleased to share that Wessex Appraisal Service Ltd. has had a fantastic first year. We have as with any new company had our share of challenges, but we believe we have risen to the challenge and gone on to meet, or in many cases, exceed expectations. We will of course continue to learn and improve where possible as we grow.

New Appraiser Training (NAT) has been delivered to specification for commissioners and been met with resoundingly positive feedback. Our one-day Current Appraiser Skills Assessment (CASA) has helped us to ensure that our appraisers are up to date and ready to deal with anything an appraisal might throw their way. It also provides knowledge and training to

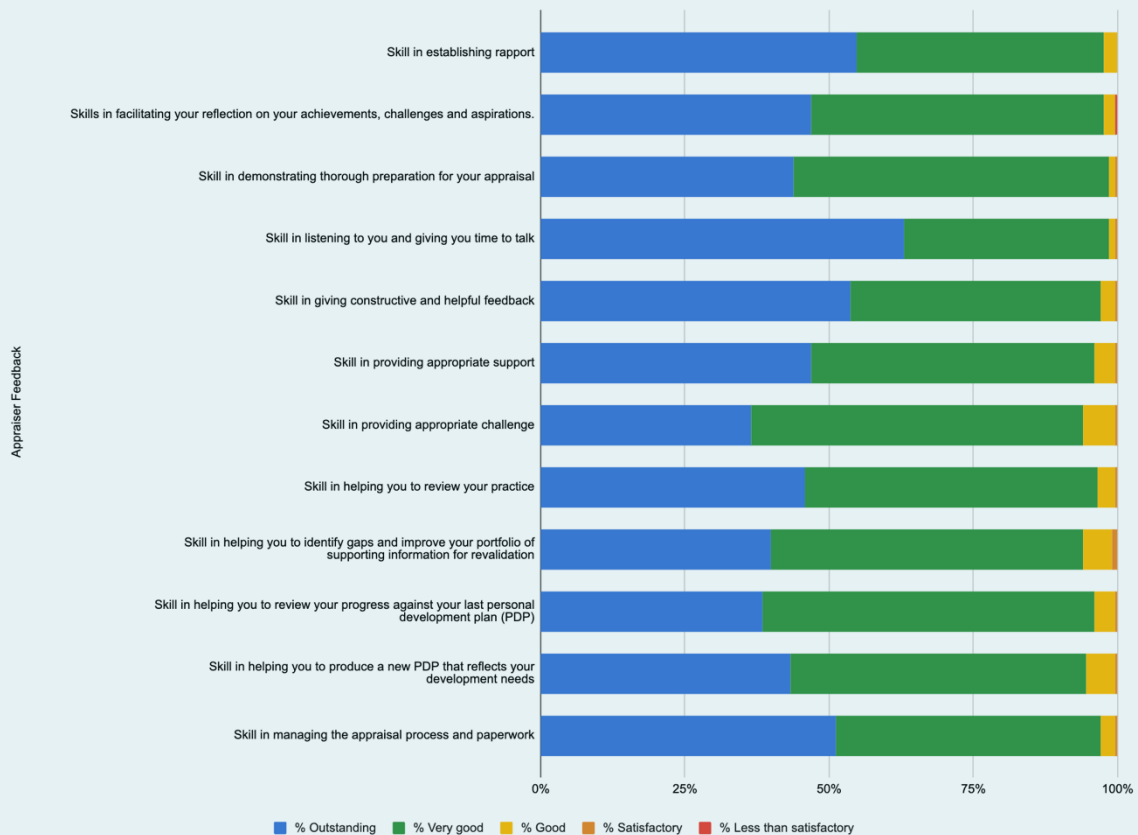
other appraisers being assessed by us. In the coming years, we look forward to expanding the training we provide and to continuing to see our outstanding appraisers at CASA and our annual conference.

All of our commissions were delivered on time and on budget, and the graph below demonstrates why. 97% of all responses to the appraisal feedback survey returned, commented that our appraisers were Very good or Outstanding in the twelve appraiser skills assessed. This is what makes Wessex Appraisal Service such an exceptional appraisal provider: you, our phenomenal appraisers!

PDR and survey

We have been working behind the scenes to pull together all the information about your appraisal practice in 2022-23 in to your annual Performance Development Review reports, which have been sent out to each of you. Our aim is to give you something to reflect on and which will meet all your needs in summarising activity for this part of your scope of work – please let us know what you think and what could be improved by completing our [survey](#).

Appraiser Skills % Outstanding responses



Appraiser key messages:

1. Do no harm
2. If in doubt, ask



Welcoming to the team

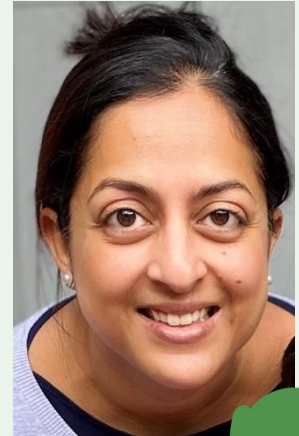
Following our recent CASA, we are pleased to announce that the following appraisers will be joining our service: Dr Fiona Baskett, Dr Jim Bartlett, Dr Sanjana Nyatsanza, Dr Mandeep Bhambra, Dr Divya Balachandar, Dr Josse Emanuel, Dr Caroline Phillipson, Dr Iain Wood and Dr Roberta (Bobby) King.

We are sure that you will make them welcome and get to know them through support group meetings and other events. All the new appraisers have been added to the WhatsApp support group and the social chat. It is exciting to see the team expand and we look forward to our future growth.

Welcoming to the team:

Divya Balachandar

I am a locum GP based in Merton, South West London, and have been a GP here since 2009. I facilitate medical appraisals for the NHS England South London Area Team and have been doing this for approximately 8 years. I have previously done a Masters in Management (Leadership for Clinicians) in 2009, and used to be on the LMC between 2011-2017. I am passionate about appraisals, and also mentor GPs for a remote GP service which I also work for. I am passionate about appraisal and love this part of my job!



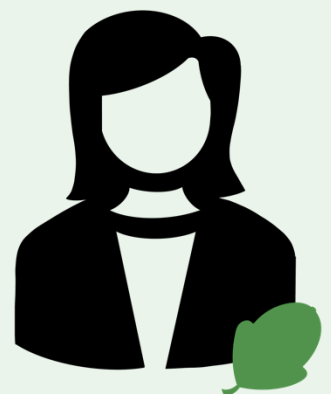
Jim Bartlett

I retired from clinical practice in late 2020 to allow more time supporting doctors through the appraisal process and supporting doctors in training through my roles with HEE and the RCGP. I have had many roles in GP education and assessment as well as having been a GP partner in North Shropshire for 30 years. I feel strongly that appraisal is about support and encouragement for the individual to focus on their own personal requirements and that these extend beyond the workplace to take account of all the factors that contribute to personal growth and well being that all contribute to doctor self care and by extension, patient care.



Josse Emanuel

I am based in Kent and have worked as a salaried, locum and retainer GP as well as navigating three maternity leaves as a GP. I currently have a portfolio career which includes appraising for NHS England and working for the Ministry of Justice. I am in the final phase of studying for a Postgraduate Certificate in Medical Education (Appraisal) which has consolidated my passion for appraising and the value it can bring for doctors.



Awaiting Appraiser Photo

Mandeep Bhambra



I am a GP, originally from the West Midlands and currently work in Wiltshire. I am passionate about being a doctor. I have an interest in how our jobs affect us and promote self care to be the best we can in life and work. I enjoy my appraiser role hugely, which I have held since 2014. It is a privilege and this work has been pivotal to where I am today. I enjoy OOH GP work, Leading a local Locum Group for support, and working as a Clinical Advisor for NHS England in the Performance Team.

Fiona Baskett

I feel fortunate to have had a portfolio career in General Practice as a partner, locum, salaried doctor, lecturer, educator and aeromedical officer and have many years experience working in the NHS and private healthcare systems in the UK and overseas. I have been an appraiser since 2007 and have taken an active role, as part of a team, in ensuring that appraisal is a constructive, enjoyable experience whilst maintaining the highest professional standards in accordance with the GMC's Good Medical Practice guidelines. It is very rewarding to provide a confidential forum for appraisees to discuss their challenges and achievements and then observe their professional development over several years.



Sanjana Nyatsanza

I am a Consultant Old Age Psychiatrist working in the NHS in Dorset. I have several years of experience as a trained appraiser. I am keen on appraising and think that appraisals should involve the right mix of challenge and support. I have received positive feedback from my appraisees for making the appraisal process easy and seamless, and being thorough yet empathetic.

Iain Wood

I am a GP based in Gibraltar who has recently established my own company providing telemedical services and medical consultancy.

Until 2021 I was a military medical officer which has given me a background in pre-hospital trauma and occupational medicine in addition to more standard GP work.

Mentoring and coaching has always featured heavily in my work, and I became an appraiser in 2020.

I consider myself a "poacher-turned-gamekeeper" as I was initially sceptical of the appraisal process but then was blessed with some superb appraisers and consequently found the process both cathartic and formative. I hope to continue their good work!



Caroline Phillipson

I am a portfolio GP in South East Hampshire and appraiser with the Wessex Appraisal Service. I have been an appraiser since 2017 and find the role hugely rewarding.

Bobbie King

I am a semi- retired GP and have been doing appraisals on and off for 15 years.

I was a GP partner for 30 years and a trainer for 20 of them. I continue to work with the Covid Medicines Unit.



Awaiting Appraiser Photo

FAQs

Look out on our website for our new FAQ section, covering topics from the Support Group Meetings, how to navigate FourteenFish and other useful areas. Find it by clicking [here](#).

Annual Conference

We are very excited about the lineup for the upcoming Annual Conference. It will be held at Bartley Lodge in the New Forest, SO40 2NR, between 9am to 5pm on Monday the 18th of September. If you can make it, we are also holding a dinner the night before (on us!) for anyone who has to travel for the conference. Our theme for the conference is: Enhancing our skills - improving coaching in appraisal. We are lucky to have some excellent guest speakers coming to join us, including our very own Andie Siggers and Jayne Dewhurst (RCGP Deputy Lead in the General Practice Development team), as well as three presentations from appraisers who have just done their PGCME (appraisal).

If you have not already done so, please respond to the form [here](#) or via email about your availability, so that we have an accurate attendance list. We hope we will see as many of you as possible on the day. For everyone who has already let us know they are on holiday, we hope you all have the best time!

Guernsey Appraisals

A quick update for anyone who is facilitating a Guernsey appraisal this year. We have spread the appraisals more evenly to reduce the appraisal burden to the system in October and November. This may mean that you are seeing your appraisee sooner than you might expect!

Please make sure you remind your appraisee that the supporting information should be proportionate to the months since the previous appraisal and reassure them that moving forwards to their new appraisal month in this way, creating a 'lighter' portfolio for one year, will not affect their future revalidation recommendation.

WhatsApp Groups

[WAS Support:](#) This group is intended to provide a connection and a resource for all of our appraisers to discuss any appraisal related topics. We will also provide reminders about the support groups and other important announcements in this chat.

[WAS Social:](#) This group is for social photos, networking chat and anything supportive or fun you would like to share with the group.

[Announcements channel:](#) This was an automatic channel added when we started the support groups. We do not plan on using it.



Clarification Quiz

At the May Support group drop in session, we ran a quick refresher quiz. You can play along with the podcast or check the questions (and answers) below!

1. What is FFARMS?

- The FourteenFish Appraisal and Revalidation Management System. Our database that holds all the appraisal information securely.

2. What does AOA stand for?

- Annual Organisational Audit. An audit undertaken by our commissioners, to send to their Higher-Level RO, which includes information about appraisal and revalidation performance.

3. An appraisal is done on 29th March and signed-off on the 1st April, is 'complete'. True or False?

- False. Appraisals that are not signed off by 31st March go over the end of the appraisal year, so they do not count as a complete appraisal for that appraisal year for annual reporting purposes, even though you have completed the appraisal and will be paid for it as usual.

4. If an appraisal takes over 28 days from the meeting to the sign-off it is incomplete. True or False?

- False. Within the appraisal year, all signed off appraisal are considered complete. But please sign off well within the 28 days as we still report on and explain all those that go over.

5. We (as the doctor and the appraiser) need permission to move an appraisal date forwards from the due month. True or False?

- False. There is no need to inform us about appraisals that you are pulling forward in year.

6. We (as the doctor and the appraiser) need permission to slip an appraisal date into the next month after the due month. True or False?

- False. Slipping one month does not need permission or explanation. Please find a mutually convenient date, even if it is in the next month.

7. We (as the doctor and the appraiser) need an audit trail to explain why an appraisal is more than one month after the due month. True or False?

- True. We need to track these and explain them for reporting purposes.

Appraiser Support Unit

If you would like support, advice, guidance or just need someone to listen, who better than an appraiser? Don't struggle alone - please contact Susi via help@wessexappraisal.org with 'CONFIDENTIAL SUPPORT' in the subject box. You can also continue to find other resources on [our website](#).



Contact us

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