OPERATING PROCEDURES

ALLOCATE PROCESS

The Administration Team:

1. Ensures that the list of appraisers is up to date and includes all newly trained appraisers, and excludes any appraisers who have retired.

2. Ensures that the list of appraisees is up to date and includes all newly qualified doctors who are having their first NHS appraisal after completion of training, and excludes all doctors removed from the performer’s list because they have retired or for any other reason.

3. Check whether there are any other appraisees who are known NOT to need an appraisal during the year due to maternity, illness, sabbatical etc. and makes a note on their record, as far as this information is available to the administrative team.

4. Once the lists are complete, the administrator contacts all appraisers and asks:
   • If there is anyone the appraiser cannot appraise (partners in practice or life, own GP, own patient, etc.) There must not be a formal relationship that could appear to interfere with the ability to conduct a non biased appraisal, or alter the balance of power in the appraisal. This information should be maintained year on year and added to the notes for each appraiser but it should still be double checked annually as it may be subject to change.
   • How many appraisals the appraiser would like and has capacity to do in the year (minimum 6, maximum to be balanced out with the other appraisers in the area to be fair, but no more than 24 without agreement).
   • Which appraisees the appraiser has already appraised 3 times, and cannot therefore appraise again within the next revalidation cycle. As Wessex Deanery gets organisational memory this will automatically be collected on the database but it is not currently available for all PCTs.

5. Incorporates responses into the notes for each appraiser on the table.

6. Ensures that the vetos historically recorded by each appraisee are noted on file so that the same appraiser cannot be allocated in error. In particular, it is important to note the appraisees who have said on their feedback form that they do NOT want the same appraiser.
7. Reallocates the appraisees that have not had the appraiser three times yet to the same appraiser.

8. Proceeds to active allocation, using the following criteria:
   - Appraiser has not previously vetoed appraisee
   - Appraisee has not previously vetoed appraiser
   - If an appraisee is an appraiser, they are not appraising each other
   - Local knowledge suggests this is a suitable match in terms of geography etc
   - Ensure where appropriate an experienced appraiser is allocated
   - Ensure new appraisers have a range of experienced appraisees
   - Appraisers have the number of appraisals requested above the minimum of 6
   - Appraisers have equal numbers of appraisals, except where they have specifically requested less than the norm (but still need to do 6 or above)
   - There is a spread throughout the year in terms of appraisal due dates

9. Advises appraisers of the appraisees they have been allocated for a further check that they are all acceptable to the appraiser. At this stage there is the opportunity for the appraiser to request a re-allocation if the need arises (sometimes a relationship that would preclude appraisal will not be known).

10. Once appraisers have confirmed that the allocations are appropriate for them, the team advises appraisees of their allocated appraiser for the year and asks them to confirm that they are happy with the allocation. At this stage there is the opportunity for the appraisee to request to be re-allocated if the need arises.
OPERATING PROCEDURES

ALLOCATION PROCESS

EXCEPTIONS TO THE ABOVE

As appraisees:

For the appraisal leads, there is a potential difficulty with being appraised by appraisers where there is a performance review responsibility, so Wessex Deanery will arrange cross border appraisals in these cases.

Normally in view of geography:

- Dorset Area Lead to be appraised by Bournemouth and Poole appraiser
- Bournemouth and Poole Local Lead to be appraised by Dorset appraiser
- Portsmouth City Local Lead to be appraised by a south Hampshire appraiser
- North Hampshire Local Lead to be appraised by a Hampshire appraiser outside their area
- South West Hampshire Local Lead to be appraised by a Hampshire appraiser outside their area
- South East Hampshire Local Lead to be appraised by a Hampshire appraiser outside their area (or other appropriate match based on geography)
- Wessex Deanery Appraisal and Revalidation Lead to be appraised outside Wessex Deanery
- Other cross border appraisals can be organised within Wessex Deanery at the request of the Local Lead who may know of individual circumstances that make this appropriate e.g. responsible officer role, clinical governance lead etc.

For appraisers who have a performance management role:

Appraisers will not normally be allocated appraisees over whom they are in a position of authority/ performance management. If they wish to continue to work as appraisers, they will be allocated appraisees outside their own area of responsibility.