

General Information - Trusts		CONSULTANTS	NCCG'S	CLINICAL ACADEMICS	DITS	EMPLOYED LOCUM
<b>A - ROLL OUT AND ADMINISTRATION OF THE PROCESS</b>						
1	(I) Do you have a procedure for monitoring participation in the appraisal system? (Yes/No)					
2	Please specify the number of hours per week/number of WTEs that the following provide in terms of administrative support for the appraisal system:					
	(i) Medical staff					
	(ii) Administrative staff					
<b>Appraisers</b>						
3	How many current Appraisers are there in total for each of the groups?					
4	How many Appraisers <b>should</b> have received initial training?					
5	How many Appraisers <b>actually</b> received initial training?					
6	How many Appraisers <b>should</b> have received update training?					
7	How many Appraisers <b>actually</b> received update training?					
<b>Appraisees</b>						
8	(I) How many doctors <b>should</b> have been appraised					
	(a) 2001/2002					
	(b) 2002/2003					
	(c) 2003/2004					
	(d) 2004/2005					
	(ii) How many doctors have <b>actually</b> been appraised:					
	(a) 2001/2002					
	(b) 2002/2003					
	(c) 2003/2004					
	(d) 2004/2005					
	(iii) Of those actually appraised, how many have completed the relevant appraisal documentation? (In particular Form 4)					
	(a) 2001/2002					
	(b) 2002/2003					
	(c) 2003/2004					
	(d) 2004/2005					
9	What were the reasons for non participation, tick as appropriate					
	(a) No system in place					
	(b) Doctor refuses					
	(c) Time constraints/other priorities					

Beeches Management Centre

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	(d) Other, please specify				

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<b>Appraisal Policy</b>						
<b>10</b>	Is there a written policy on appraisal for each group, which is based on Departmental guidance? (Yes/No)					
<b>11</b>	If you have a written policy, how do Appraisers and Appraisees access it:					
	(a) Intranet					
	(b) Hard copy					
	(c) Identified lead person					
	(d) Other, please specify					
<b>12</b>	Enter the title of the Individual or Committee who oversees the implementation of the appraisal system for each appraisal group.					
<b>13</b>	Is there user/patient participation in your appraisal processes? For example in formulating policy, quality assurance or evaluating outcomes. If yes, please describe - use a separate sheet if necessary.					
<b>14</b>	Does the organisation provide IT support to the appraisee to enable completion of appraisal - e.g. activity data, information re.: complaints/critical incidents? If so, please describe, use a separate sheet if necessary.					
<b>B SELECTION AND TRAINING OF APPRAISERS</b>						
<b>15</b>	Have you specified arrangements for...					
	(a) Selecting Appraisers (Yes/No). If yes, see also instruction 2					
	(b) Initial Training of Appraisers (Yes/No). If yes, see Q16 (i) (ii) and (iii)					
	(c) Update Training for Appraisers (Yes/No). If yes, see Q16 (iv)					

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<b>16</b> (i) Who delivered the <b>initial</b> training for <b>Appraisers</b> ?					
(a) BMC/NIMDTA					
(b) Your internal training department					
(c) Other, please specify					
(ii) If answered b/c above, how was the programme content quality assured?					
(iii) What was the duration of the <b>initial</b> training?					
(a) Half day					
(b) One day					
(c) Two days					
(d) Other, please specify					
(iv) How often do you organise update training sessions?					
(a) Quarterly					
(b) Every six months					
(c) Annually					
(d) Other, please specify					
(v) If you organise update training sessions, please indicate the length of these sessions.					
(a) 1 - 2 hours					
(b) Half day					
(c) Other, please specify					

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<b>Appraisee Training</b>						
17	(i) Who delivered the initial training for Appraisees?					
	(a) BMC/NIMDTA					
	(b) Your internal training department					
	(c) Other, please specify					
	(ii) If answered b/c above, how was the programme content quality assured?					
	(iii) What was the duration of this initial training?					
	(a) Half day					
	(b) One day					
(c) Two days						
<b>C SUPPORT AND PERFORMANCE MANAGEMENT OF APPRAISERS</b>						
18	Apart from formal training do you provide any other organisational or educational support for appraisers? (If yes please specify)					
19	Do you evaluate the performance of appraisers? If so, how?					
<b>D ASSURANCE AND EVALUATION OF APPRAISAL OUTCOMES</b>						
20	Does the organisation evaluate that the objectives, as outlined in the appraisee's personal development plan, are aligned to organisational objectives? If so, how?					
21	Does the organisation have a mechanism to capture common messages/outputs from appraisees, for feedback and action at organisation level? If so, please describe.					
22	Is there an action plan to address any issues arising from appraisals (e.g.: those included in annual appraisal reports.) (See also instruction 2)					

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<b>23</b>	(I) Has your organisation prepared an annual report on the appraisal system? (Yes/No)					
	(ii) If Yes, who was the report presented to? (See also instruction 2)					
	(a) Chief Executive/Senior Management Team					
	(b) Trust Board					
	(c) Other, please specify					
<b>24</b>	Have you evaluated the effectiveness of the current appraisal system? (Yes/No). If Yes, see also instruction 2.					
<b>25</b>	Are there procedures to manage potential under performance which has come to light during the course of Appraisal? (Yes/No) If yes, see also instruction 2.					
<b>26</b>	Have you ever used these procedures? If yes, please specify how often?					