

Appraisal and revalidation - refresher

A008b

8 external CPD points

Introduction

As the name implies this blended programme is a valuable refresher course aimed at allowing attendees to revisit the appraisal and revalidation process. The e-learning programme has been designed to review and update the knowledge and skills needed for effective appraisals within the revalidation process. The workshop acts as a forum whereby attendees can interact with their peers and thus allows for the spreading of best practice. It is important that confidentiality is maintained throughout the programme, to enable appraisers to refer and reflect on their experiences.

Course structure

- 1 hour e-learning module
- 1 day workshop

What do I gain?

- The time and space in which to work with other doctors in understanding and exploring many of the issues around this complex subject.
- The opportunity to develop and practise key skills with the support of colleagues and valuable input from an experienced facilitator.
- A valuable contribution towards your ongoing learning as the course delivers eight external CPD points.
- Understand a good structure for reflective comments and practise using this
- Know how to be assertive in discussions with the doctor – if the supporting information is not adequate
- Examine examples of PDP's and be able to write clearer PDP's using behavioural language which are SMART
- Understand how coaching differs from mentoring and feedback
- Become familiar with the Coaching GROW model and practise using it in realistic appraisal coaching situations

Course objectives

- Understand the importance of high quality appraisals and the significance of quality assurance checks
- Recognise the value of attending Appraiser support group meetings in order to keep up to date and share their appraisal experiences
- Check the doctor's supporting evidence, knowing what to look for and when to postpone an appraisal
- Understand the importance of multi-source feedback in the appraisal and revalidation process
- Follow practical guidelines for leading successful and challenging MSF discussions during the appraisal