

## **GP Trainer Appraisal. Scheme for West Riding GPEC,**

Draft - for discussion

Please read this draft paper in conjunction with the 'Framework for GP Trainer Appraisal' paper produced by Penny Hatton, Director of Staff Development at Leeds University.

### Purposes

The aims of this scheme are:

1. To allow GP Trainers to reflect on their work as GP Trainers
2. To measure GP Trainers performance against the Regional GP Training criteria
3. To use the appraisal as an opportunity to develop objectives which will improve the quality of training - "to embed continuous quality improvement in the scheme"

### Who will be appraised

1. Pilot scheme of trainers who have been on appraisal training course
2. Feedback from scheme and then offered to other trainers
3. Scheme will always be voluntary

### Who will the appraisers be

1. Course organisers NOT able to do **all** the appraisals
2. Peer to peer system where by each trainer in the scheme is paired to one trainer as appraiser and another as appraisee
3. Paired as experienced versus in-experienced
4. Selection proposed/negotiated by course organiser on a geographical basis (pairs close to each other)
5. Pairing not to include trainers from the same practice
6. Trainers able to opt out of pairing arrangement
7. Pairing for three years then change around

### Training

1. All trainers taking part in the scheme should have attended a training session on appraisal

### What will be appraised

1. Work as a GP Trainer
2. Performance measured against Deanery GP Training criteria

### 3. Feedback from past registrars

#### Paperwork to be developed)

1. Semi-structured form
2. Use Deanery guidance on minimum performance criteria
3. Past registrar feedback form
4. Guidelines for completing paperwork

#### Pre meeting Process

1. Previous appraisal objectives reviewed
2. Appraisee fills in appraisal form and sends it to appraiser
3. Appraiser sends feedback form to previous registrar

#### Meeting Process

1. Report of outline of discussion about progress and achievements during past 12 months made
2. Objectives for the next 12 months agreed

#### Follow-up

1. Six monthly paper review of progress on objectives

#### Frequency

1. Annual
2. Six monthly paper review of progress on objectives

#### Custody and confidentiality of paperwork

1. Discussion is confidential to appraisee and appraiser
2. Report of outline of discussions and objectives is copied to the course organiser and is not confidential

#### Implementation of scheme

1. Start on a pilot basis with volunteers and those who have had appraisal training
2. Course organiser propose/negotiate pairings
3. Pairings are "open"
4. Course organiser will store documentation
5. Course organiser will review operation of scheme
6. Course organiser will evaluate scheme after 12 months

DB 9<sup>th</sup> June, 2001.

## Appraisal for Trainers - a discussion document 1.5.01

### **Introduction**

The process of appraisal for trainers is now widely adopted throughout Yorkshire. Participation in the process is increasingly seen as an essential part of the trainer's job. The training world is forever changing and the opportunities for individuals to give and receive feedback are often limited.

Course organisers no longer participate in reapproval visiting on their own patch. There is potential for course organisers and trainers to lose touch with each other.

Individual learning portfolios are being increasingly emphasised as a means of facilitating our education. As GP educators we are expected to lead our registrars by example in their use. Appraisal can inform the content of our portfolios, although educational mentoring does this more effectively.

### **Aims**

- To provide an opportunity to reflect on work as a trainer.
- To facilitate the management of change in a rapidly developing training world.
- To ensure that the reapproval visit is a positive experience.
- To reflect on the potential contribution of individual trainers to the VTS
- To give feedback on new ideas, training problems and the effectiveness of the scheme's support for an individual trainer,
- To facilitate the development of an individual learning portfolio with respect to training issues.

### **Proposal**

An annual meeting with a course organiser following the completion of a preliminary report designed to encourage reflection on one's training work. This report should address the following:

- What changes have occurred in your practice as a training organisation over the previous 12 months?
- Does your practice continue to comply with VTS regulations
- What have been your main educational achievements over the previous 12 months?
- What do you believe to be your strengths and weaknesses as a trainer?
- What have been the main constraints on your effectiveness?

- How has any training or professional development over the last 12 months enhanced your effectiveness as a trainer.
- What objectives do you hope to achieve over the next 12 months.
- What further training and professional development do you intend to undertake over the next 12 months.

Airedale Vocational Training Scheme (GP Registrars)  
EDUCATION CENTRE

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Date: 29' January 2001

### **Airedale VTS GP Trainer Annual Appraisal Policy**

#### **Aims**

1. Encourage educational continuing professional development of GP educationalists / trainers within the Airedale area.
2. Allow trainers to anticipate potential problems that may hinder re-approval and allow time to address these
3. Allow an opportunity for protected time for trainers to evaluate their progress
4. Fulfil regional recommendations

#### **Policy**

1. Each GP Trainer will undertake an annual formative appraisal.
2. The appraisal will be conducted by a GP Trainer colleague, with a third Trainer as observer/facilitator. The appraisal will normally occur during a designated Trainers workshop.
3. Standard forms have been developed in Airedale for this. These are available for pre-meeting preparation and for use during the discussion. This is designed to maximise the use of time.
4. Documentation / notes should be kept of these meetings - and these notes kept by the GP trainer. A record that the meeting has taken place will be kept by the course organisers.
5. Although a small part of such a meeting - feedback to the scheme (Course Organisers, hospital trainers) is expected from this process. This will be with the agreement of the GP trainer. A standard feedback form is available.
6. There will be an expectation the appraisers have had adequate training (or if early in their educational career - training is planned in their personal development plan.)

### **Airedale GP Trainer Appraisal Form**

**This plan relates primarily to GP training and educational issues.**

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Date & Time of Meeting

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GP Trainer

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Appraisor	
Observer	
Current GP Registrar	
Previous GP Registrar	
Educational Courses attended over last year	

1. On reflection I have achieved my last aims & objectives to the following extent

2. Over the last 12 months I feel I have developed professionally in the following areas (particular achievements and strengths):

3. My evaluation of the educational training have undertaken in the last year

**4. Over the last 12 months the following have been problems, concerns or constraints**

**5. The Training Practice is currently likely to be meet the regional criteria**

(With ease, possibly a problem, definitely a problem)

- a. Notes (With ease, possibly a problem, definitely a problem)
- b. Library (With ease, possibly a problem, definitely a problem)
- c. Tutorial / Protected Time (With ease, possibly a problem, definitely a problem)
- d. Other areas (With ease, possibly a problem, definitely a problem)

**6. My strengths /Weaknesses as a Trainer are: (and why?)**

- a. Tutorials (Very strong, strong, ok, weak, very weak)
- b. Random Case Analysis (Very strong, strong, ok, weak, very weak)
- c. Summative Assessment (Very strong, strong, ok, weak, very weak)
- d. MRCGP (Very strong, strong, ok, weak, very weak)
- e. Use of GP Registrar Logbook (Very strong, strong, ok, weak, very weak)
- f. Providing Feedback / Appraisal (Very strong, strong, ok, weak, very weak)
- g. Other areas (Very strong, strong, ok, weak, very weak)

**7. Over the next twelve months I have the following training objectives:**

**8. I will achieve my objectives by: (meetings / reading / audit etc.)**

**9. I will be able to assess how I have achieved my objectives by:**

**10. In the longer term, I would like to:**

**Other issues**

**Airedale GP Trainer Appraisal Feedback Form**

Date & Time of Meeting	
GP Trainer	
Appraisor	
Observer	

Suggestions / issues (if any) for half day release / scheme consideration

Suggestions / issues (if any) for trainers workshop consideration

Other areas

Please return to Irene (Airedale VTS Secretary).



# **York VTS Trainers Appraisal Scheme**

## **Job Description**

Comply with VTS regulations - regional criteria

Identify, facilitate educational needs

Teaching -Maintain learner-centred teaching

Helping to develop competence - training, clinical, managerial

Assess knowledge, skills

Importance of relationship with GPR

Pastoral, mentoring role

Attending Trainer workshops

## **Appraisal scheme**

Both parties complete form

Review last year's form

Past/Present GPRs opinions canvassed

Personal development, achievements, developments, new skills listed

Performance under Job Description - what has been done well, areas for improvement noted

Changes made in Training noted

What are objectives for Training, personal development for the future?

What has caused problems, what has limited performance?

- 2) *What do you -believe to be the strengths and weaknesses of your performance in the different areas of your job?*

*Are there any skills, that you possess, which could be offered to the VTS?*

*Are there any areas of your job description with which you have not been able to comply?*

*What, if any where the main constraints on your effectiveness?*

*How has any personal training or professional development helped to increase your effectiveness?*

**Strengths**

**Weaknesses**

**Constraints/Limits on performance**

- 5) *On the basis of your performance over the review period and your objectives for the next review period; are there training or professional development measures from which you think you would benefit?*

Comments by Appraiser

Signed

Appraiser

Signed

Appraisee

Date