

Guidance on appraisal for registration assessors and return to practice reviewers: review year 2015/16

Introduction

1. The registration assessors and return to practice reviewers are key individuals who contribute to the quality and integrity of decisions by the Registrar involving applicants for registration and for individuals intending to return to practise.
2. These guidance notes are intended to provide information about the purpose of the appraisal process and the practical arrangements for appraisers and appraisees (registration assessors and reviewers).
3. This is the third year of the appraisal process for assessors and reviewers which builds on feedback received last year. The focus of the appraisal is to provide a 'safe space' for open dialogue to support and enhance professional and self development within the context of the registration assessor and return to practice roles.
4. Appraisal (in conjunction with a number of other actions) also provides an opportunity for the assessors and reviewers and the GOsC to work together to continually enhance the registration assessment and return to practice review processes.

Purpose

5. The purpose of the appraisal is to give assessors and reviewers the opportunity to reflect on their role in the registration assessment and / or review processes and to discuss:
 - a. What has worked well for them
 - b. What has worked less well for them
 - c. Feedback that the assessor or reviewer has sought about their continued development in the role
 - d. CPD undertaken to stay up to date in this role
 - e. CPD planned for the next year relevant to this role
 - f. Feedback to inform annual training
 - g. Feedback to inform the development of the assessment processes
 - h. Any other actions

Role of the appraisee

6. It is the responsibility of the appraisee (i.e. the registration assessor or reviewer) to prepare for the appraisal. Preparation should include:
 - Undertaking a structured reflection of assessments and/or reviews undertaken.
 - Obtaining guidance from others about their areas of strength and areas that could be developed or enhanced further (e.g. from other assessors or moderators and / or from GOsC).
 - Consideration of CPD (including training) which will continue to support performance in this role.
7. If appraisees would like to talk about how to prepare for their appraisal they can seek help from the following:
 - Amanda Chadwick, Human Resources Manager, GOsC, achadwick@osteopathy.org.uk (working days Wednesday and Thursday) or 020 7357 6655 x252
 - Matthew Redford, Head of Registration and Resources, GOsC, mredford@osteopathy.org.uk or 020 7357 6655 x231
 - Another colleague involved in appraisals elsewhere, for example, colleagues at osteopathic educational institutions.
8. Appraisees are also responsible for:
 - Writing up the appraisal conversation in the review form attached at Annex A after the appraisal has taken place.
 - Agreeing the content of the review form with the appraiser.
 - Receiving a copy of the final appraisal form from the appraiser.
 - Submitting a claim form to GOsC for half a day fee once the documentation has been agreed.

Role of the appraiser

9. The appraiser will be Dr Jane Fox, lay member of the Education and Registration Standards Committee.
10. The role of the appraiser will be to facilitate a reflective conversation to support the outcomes in paragraph 5 above and to agree and sign the final appraisal form and return it to the Head of Registration and Resources (mredford@osteopathy.org.uk).

Confidentiality

11. The appraisal, including all finalised paperwork, will be confidential between the appraiser, the appraisee, the GOsC Head of Professional Standards, the GOsC Head of Registration and Resources and the GOsC Human Resources (HR) Manager.
12. The information from the appraisal will be used solely for the following purposes:
 - a. Appraisal of performance of individual members and of the organisation as a whole.
 - b. Training and development: where a training/development need is identified, the appraiser will notify the Head of Registration and Resources in order that appropriate training/development is fed into the training plans.
 - c. Feedback and review of the appraisal process.
 - d. Monitoring the fair, equitable and appropriate application and administration of the scheme.
13. All finalised appraisal documentation will be held by the HR Manager. All draft documentation (electronic and paper) should be kept by each party securely and destroyed once the final paperwork is completed and sent to the HR Manager.
14. The final appraisal documentation will be accessible to the HR Manager and the appraiser who will have access to records relating to those individuals appraised by them. All appraisees will have access to their individual records.

What should I do next?

Date	Action
January 2016	Schedule your telephone appraisal with an appraiser by responding. Angela Albornoz and Lorraine Palmer will be co-ordinating this aspect of the process. We expect that appraisal telephone calls should take 30 to 45 minutes.
Now (January 2016) to 3 days before appraisal date	Prepare for your appraisal undertaking the suggested activities in paragraph 6 above and make notes on your review form at Annex A. (Note: Section 6 will be completed after the appraisal)

ANNEX to 4

Date	Action
3 days before your appraisal date	Ensure that you have provided your telephone details to the appraiser, Dr Jane Fox at fox@janelfox.plus.com Ensure that you have allocated a quiet space where you will not be disturbed to receive a telephone call from the appraiser.
Appraisal date and time	Ensure that you are able to receive the telephone call from the appraiser at the appointed time.
Within 2 weeks following the appraisal date	Send a copy of your finalised appraisal form to the appraiser, Dr Jane Fox at fox@janelfox.plus.com .
Within 4 weeks following the appraisal date	Agree the finalised appraisal form with the appraiser, Dr Jane Fox. Receive a copy of your finalised appraisal form. Ensure that your finalised appraisal form has been sent to the GOsC by the appraiser.
Following receipt of finalised appraisal form signed by appraiser	Submit claim form for appraisal to GOsC.

Appraisal form for registration assessors and return to practise reviewers

Your name	
Role(s) undertaken: (please delete as appropriate)	<i>Registration Assessor (Qualifications) / Registration Assessor (further evidence of practice)/ Registration Assessor (ACP) / Return to Practice Reviewer</i>
Review year	<i>2015/16</i>
Date of review	
Appraiser's name	<i>Dr Jane Fox</i>

1. Reflections about the Registration Assessment / Return to Practice processes

Please use this space to record your thoughts and feedback about the registration assessment / return to practice processes.

2. Reflections over the past year

Please complete this section, in advance of the appraisal, having taken into account the preparation for the assessments / reviews, the doing of the assessments / reviews and the report back to the GOsC.

Consider:

- What went well?
- What did not go that well?
- What would you do differently next time?
- Please include the guidance that you have received from others about their areas of strength and areas that could be developed or enhanced further (e.g. from other assessors or moderators and / or from GOsC).

Preparation for assessments and/or reviews:

Doing the role(s):

Reporting back to GOsC:

3. What CPD have you done to help you to stay up to date in the role(s)?

Please complete this section in advance of the appraisal. (You may amend it during discussion). CPD may include annual training but please also include any other relevant CPD.

4. What CPD are you planning for next year to help you to keep up to date in the role(s)?

Please complete this section in advance of the appraisal. (You may amend it during discussion.)

5. Please provide feedback to inform the annual training provided by the GOsC (taking place in Summer 2016) and any other training for you that may be beneficial?

Please complete this section in advance of the appraisal. (You may amend it during discussion).

6. Appraiser's observations

Appraiser's observations and feedback. The appraiser will discuss this with you at the session and will record their observations afterwards when you send them the form.

Your signature (this can be an electronic signature)	
Date agreed by you	
Appraiser's signature (this can be an electronic signature or can be agreed electronically.)	
Date agreed by appraiser	