

### **Guidance on appraisal for registration assessors and return to practice reviewers**

#### **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.
3. As this is the first year of the appraisal process for assessors and reviewers it will be a pilot subject to review and refinement ahead of the appraisals next year.

#### **Purpose**

4. The purpose of the appraisal is to give assessors and reviewers the opportunity to reflect on the assessment or review process and their role in it over the previous year and to discuss:
  - a. what has worked well
  - b. what has worked not so well
  - c. any feedback that has been sought about performance
  - d. CPD undertaken to stay up to date
  - e. CPD planned for the next year
  - f. feedback about the annual training provided by GOsC.
  - g. Next steps

#### **Role of the appraisee**

5. It is the responsibility of the appraisee (i.e. the registration assessor or reviewer) to prepare for the appraisal. Preparation is likely to include:
  - Undertaking a structured reflection of assessments or reviews undertaken.
  - Obtaining third-party feedback on their performance (e.g. from other assessors or moderators, or from GOsC)
  - Consideration of CPD which will continue to support performance in this role.
6. If appraisees would like to talk about how to prepare for their appraisal they can seek help from the following:

## Annex D to 8

- Amanda Chadwick, Human Resources Manager, GOsC, [achadwick@osteopathy.org.uk](mailto:achadwick@osteopathy.org.uk) (working days Wednesday and Thursday) or 020 7357 6655
- Kit Holmes, Professional Standards Manager, GOsC, [kholmes@osteopathy.org.uk](mailto:kholmes@osteopathy.org.uk) or 020 7357 6655
- Another colleague involved in appraisals, for example, colleagues at osteopathic educational institutions.

### 7. Appraisees are also responsible for

- writing up the appraisal conversation in the review form attached at Annex B after the appraisal has taken place
- sending this to the Human Resources (HR) manager ([achadwick@osteopathy.org.uk](mailto:achadwick@osteopathy.org.uk))
- agreeing a final document
- submitting a claim form to GOsC for half a day fee once the documentation has been agreed.

### Role of the appraiser

8. For this pilot period, the appraiser will be Professor Colin Coulson-Thomas, Chair of the Education and Registration Standards Committee. A biography for Colin is attached at Annex A.
9. The role of the appraiser will be to facilitate a reflective conversation to support the outcomes in paragraph 4 above and to agree and sign the final appraisal form and return it to the HR Manager ([achadwick@osteopathy.org.uk](mailto:achadwick@osteopathy.org.uk)).

### Confidentiality

10. The appraisal, including all finalised paperwork, will be confidential between the appraiser and the Chair of Education and Registration Standards Committee. To support this process, the scheme by the HR Manager.
11. 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 HR Manager in order that appropriate training/development is fed into the training plans.
  - c. Feedback and review of the appraisal process.

## Annex D to 8

- d. Monitoring the fair, equitable and appropriate application and administration of the scheme.
12. 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 for secure storage.
13. 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?

<b>Date</b>	<b>Action</b>
Now	Prepare for your appraisal undertaking the suggested activities in paragraph 5 above and make notes on your review form at Annex B. (Note: Section 2 will be completed after the appraisal)
3 days before your appraisal date	Ensure that you have provided your telephone details to GOsC. Ensure that you have allocated a quiet space where you will not be disturbed to receive a telephone call from the appraiser.
Appraisal date	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 HR Manager, Amanda Chadwick at <a href="mailto:achadwick@osteopathy.org.uk">achadwick@osteopathy.org.uk</a>
Within 4 weeks following the appraisal date	Receive a copy of your finalised appraisal form signed by the appraiser.
	Submit claim form for appraisal to GOsC.

**Biography of Professor Colin Coulson-Thomas**

Professor Colin Coulson-Thomas is a lay member of the General Osteopathic Council and Chair of the Education and Registration Standards Committee.

He has held numerous Board level appointments within the business, education, healthcare and regulation sectors. Currently Professor Coulson-Thomas is Professor in Human Resources and Organisational Behaviour at the University of Greenwich, non-executive Director of NHS Cambridgeshire and NHS Peterborough, and Chairman of the Group Risk Committee of United Learning, the largest operator of independent schools and academies in the UK.

**Appraisal form for registration assessors and return to practise reviewers**

Your name	
Role 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>2012/2013</i>
Date of review	
Appraiser's name	<i>Professor Colin Coulson-Thomas</i>

**1. Self assessment of your performance over the past year**

Please complete this section having taken into account the preparation for the activity, the doing of the activity and the report back to the GOsC:

- What went well? What did not go that well? What would you do differently next time?
- Where relevant, please include feedback that you have sought about your own performance in the role from colleagues

**Preparation for assessments or reviews:****Doing the role:****Reporting back to GOsC:**

**2. Appraiser's comments**

Appraiser's feedback

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**3. What CPD have you done to help you to stay up to date in this role?**

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**4. What CPD is planned for next year to help you to keep up to date in this role?**

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**5. Please provide feedback about the annual training provided by the GOsC and any further training that may be beneficial?**

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Your signature	
Date agreed by you	
Appraiser's signature	
Date agreed by appraiser	