

GUIDANCE ON APPRAISAL FOR EDUCATIONAL ROLES

Development of high quality clinical educators and educational leaders is a priority for the North Western Deanery. It is recognised that appraisal of performance, together with guidance and support to develop in a role are integral to achieving this goal. For all clinicians, appraisal of their educational role should be part of the annual appraisal and 5 yearly revalidation cycles.

This document provides guidance as to who should undertake educational appraisals and whose input should be sought.

EDUCATIONAL LEADS

It is recommended that the educational appraisal of all these individuals should be separate from, but feed into, their employer appraisal and job planning using the documentation relating to educational leaders which is available at <https://www.nwpgmd.nhs.uk/educator-development/standards-guidance/appraisal>

The educational appraisals of Director's of Medical Education (DME's) and Heads of School (HOS) should be by the Associate Dean (AD) linked with that Trust / School.

In schools, the HOS should appraise the Training Programme Directors (TPD's) with appropriate input from the relevant AD. In some larger schools the HOS and AD may share the appraisal of TPD's.

In Trusts it is recommended that DME's should appraise Foundation Programme Directors (FPD's) and Trust Specialty Training Leads. In larger Trusts this may need to be shared with other individuals (e.g. site based clinical tutors). In each case it is essential that the appraiser receives input from the Deanery on that individual's educational performance, usually via a multi source feedback tool (MSF). In the case of FPD's this should be from the Head of Foundation School. The relevant TPD or HOS should provide input to the Trust specialty training leads.

CLINICAL & EDUCATIONAL SUPERVISORS

It is recommended that Clinical and Educational Supervisors continue to be appraised for their educational role at the same time as their clinical role. This is usually, but not always, by their Clinical Director. However input from the Trust Specialty Training Lead and FPD, usually via an MSF, would ensure the educational element is covered. Suggested evidence which Clinical and Educational Supervisors can collect to support the educational element of their appraisal can be found at <https://www.nwpgmd.nhs.uk/educator-development/standards-guidance/appraisal>

See below for a flowchart of educational appraisal.

