

## PCT Update - Support for Appraisers During Preparation for Appraisals

### Non-engagement

#### What you can do:

If you feel that an appraisee is reluctant to engage with the process please feel free to email [gp.appraisal@oxfordshirepct.nhs.uk](mailto:gp.appraisal@oxfordshirepct.nhs.uk).

#### What we will do:

We will contact the appraisee and discuss the situation with them. Usually a brief conversation will get them "back on track" and the process can continue.

We will only re-allocate if the appraiser has a particular reason for changing (these reasons can take many forms and are usually not personal!).

### No contact

On allocation we now send you all the contact details we have. However, if you are unable to get a response from your appraisee:

#### What you can do:

After 3 emails with no response, no reply from phone numbers, it is worth

- ▶ Contacting the practice if they are attached to one
- ▶ Dropping them a line by post. State in the letter that if you have not heard from them within 14 days then you will contact the PCT who will look into the matter further.

If all these fail then again contact us on [gp.appraisal@oxfordshirepct.nhs.uk](mailto:gp.appraisal@oxfordshirepct.nhs.uk).

#### What we will do:

We will try to contact the appraisee ourselves. If this fails we will ask the TVPCA to verify contact details. If they confirm that the appraisee is still practising and due an appraisal then we will write to the appraisee by post informing them that unless we hear from them within 14 days we will request that TVPCA remove them from the Medical Performers' List for the following year, as annual appraisal is a requirement of being on the MPL.

### Documentation

From 1<sup>st</sup> April 2009 handwritten forms will not be accepted by the PCT as appraisal documentation. If your appraisee refuses to use the Toolkit then please ensure that the forms are typed up. The (anonymised) PDP forms are used to determine the Learning Provision for the following year, and it is essential that the content is legible, as it is for the Summary Discussion which is reviewed by our Clinical Lead, Richard Green.

### Toolkit Problems

If you or your appraisee is having problems with the toolkit then get in touch with Toolkit Support. The staff on the helpdesk are prompt and efficient in their response.

**Email** [appraisals-enquiries@appraisals.nhs.uk](mailto:appraisals-enquiries@appraisals.nhs.uk)  
**Telephone** (0191) 243 6127 (9am-5pm, Monday to Friday)  
**Fax** (0191) 243 6101  
**Post** **NHS Appraisal Toolkit**  
Sowerby Centre for Health Informatics at Newcastle (SCHIN)  
1st Floor Bede House, All Saints Business Centre  
Newcastle upon Tyne NE1 2ES

### Recruitment drive

We are always looking to recruit new Appraisers and would like to give you advance notice that we will be emailing an advertisement for the post to all GPs in January. Interview date will be 3<sup>rd</sup> and 10<sup>th</sup> February from 4pm onwards. If any of your colleagues are interested in this role then please do ask them to email me on [liz.wragg@oxfordshirepct.nhs.uk](mailto:liz.wragg@oxfordshirepct.nhs.uk).