



A Guide to Development and Management of Primary Care Clinical Workforce

Encouraging professional growth and development

Line management

How often? Will depend on experience and role of clinician

What is it? Responsibilities include (not a full list):

- Ensuring adequate induction and training for specified role
- Managing the employee including performance and probation reviews
- Approving annual leave and conducting back-to-work reviews
- Allocating workload

Supervision

How often? Will depend on competence and role of clinician

What is it? May include one or more of the following:

- Reviewing, maintaining and developing standards in relation to patient care and safety (debrief style supervision)
- Supporting continuing professional development
- Providing restorative support

Who should be the supervisor? An appropriately trained supervisor (please note there may be more than one supervisor)



The supervisee may use their supervision to develop, implement and review their PDP

Appraisal

How often? Yearly

What is it? Facilitated **self-review** that looks at:

- Successes and challenges of past year
- Review and development of personal development plan (PDP)
- Requires obtaining of relevant supporting information

Who owns it? The review is owned by the appraisee

Who should be the appraiser? An appropriately trained peer



A mutually agreed summary of appraisal including PDP may be made available to line manager / employer

Performance Review

How often? Yearly or more often as needed

What is it?

- Formal assessment of employee's work performance
- Reviews development goals in line with employer's agenda

Who owns it? A copy of the review will normally be held by employer

Who should conduct the review? An appropriately trained line manager